

# Flemington Primary School

## Attendance Policy



### 1. PURPOSE AND RATIONALE:

To ensure all children of compulsory school age enrolled at Flemington Primary School attend school every day the School is open for instruction unless there is a reasonable excuse.

### 2. POLICY STATEMENT:

In accordance with the *Education and Training Reform Act 2006*, schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted. It is the Parents/carers' responsibility to ensure their child attends school daily.

School participation helps children develop important social and emotional skills, knowledge and values to further their learning and participation in the community. It assists students in the development of good communication, resilience and the ability to work in teams.

It is a legal requirement of parents to ensure their child attends school every day. If an absence occurs the parent must let the school know of the reason.

### 3. DEFINITIONS:

- **Parents/carers** - those with responsibility for the child. In the absence of a court order dictating otherwise each parent of a child under 18 will be deemed to have equal responsibility.

### 4. ACTION GUIDELINES:

Students enrolled at Flemington Primary School are expected to attend the school during normal school hours every day of each term, unless there is an approved exemption from school attendance and enrolment for the student (e.g. the student has been approved to receive Home Schooling). Such an exemption can only be authorised by the Principal or Regional Director (see DET policy for further guidance).

For absences where there is no exemption in place, the Parent/carer must provide an explanation on each occasion to the School. The School will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the *Education and Training Reform Act 2006*.

The School will:

- Enrol eligible students, who are new to the Victorian government education system or transferring from another school, under the name contained in the documents supporting their admission. These students will be placed on the School's attendance register and are expected to attend daily.
- Maintain attendance records and develop policies to support and maintain student attendance.
- Record student attendance twice per day and record, in writing, the reason given for each absence.

- Advise Parents/carers promptly of unexplained absences.
- Create a safe and stimulating school environment.

In the case of attendance problems the School will:

- Help Parents/carers develop strategies to encourage their child to go to school; and
- Provide support for families.

Parents/ carers will:

- Notify the school when their child is absent giving a true and plausible explanation;
- Attempt to keep student absences to a minimum in support of the school's attendance criteria; and
- Be encouraged to avoid planning holidays or making routine medical appointments during school time. If this is unavoidable, they should inform the school in advance of upcoming absences.

## 5. MONITORING, REPORTING AND REVIEW:

Student attendance will be monitored in line with data regarding school achievement. Students who persist in non-attendance will in the first instance work with Parents/carers and their class teacher to develop strategies to assist in overcoming obstacles to attendance. If this does not help their attendance to improve, students will be referred to the school's well-being officer who may refer the student for counselling. In extreme cases, support from a general medical practitioner may be needed for assistance with a referral to a mental health professional such as a psychologist, psychiatrist or therapist.

## 6. RELATED POLICIES AND DOCUMENTS:

- Enrolment Policy
- Privacy Policy
- Uniform Policy

## 7. REFERENCES:

- DET School Policy Advisory Guide: Enrolment  
<http://www.education.vic.gov.au/school/principals/spag/participation/Pages/enrolment.aspx>
- DET School Policy Advisory Guide: Admission  
<http://www.education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx>
- DET School Policy Advisory Guide: Attendance  
<http://www.education.vic.gov.au/school/principals/spag/participation/pages/attendance.aspx>
- DET Behaviour and Attendance For Parents  
<http://www.education.vic.gov.au/school/parents/behaviour/Pages/default.aspx>

## 8. REVISION HISTORY:

This DRAFT policy was PROVISIONALLY ratified by School Council in on NOVEMBER 27<sup>TH</sup>, 2017. IT WILL BE PUBLISHED FOR SCHOOL COMMUNITY FEEDBACK AND COMMENTS UNTIL FRIDAY DECEMBER 15<sup>TH</sup>, 2017.

It will be reviewed as determined by School Council or every 3 years.