



# Chilwell Primary School

*"Learning for Life"*

Gavan Welsh – Principal

No.2061

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## POLICY:

## ATTENDANCE

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### 1. **Rationale:**

The Education Act of 1958 requires that children of school age resident in Victoria are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education or have been granted an exemption by the Regional Director.

Education is largely a sequential process. Absences often mean students miss important stages in their class programs, causing them to find "catching up" difficult. Recent research

([http://telethonkids.org.au/media/472779/final\\_report\\_2013.pdf](http://telethonkids.org.au/media/472779/final_report_2013.pdf)) indicates that children who miss more than 20 days (10%) of their schooling per year are deemed to be at significant educational risk, often resulting in student under achievement and failure at school. Annual holidays taken during school time can be similarly disruptive to the programs we need to cover with the children.

Students who are regularly unpunctual and late for the start of the school day also fall into the "at risk" category. Continued lateness disrupts the first learning session of the day which, at Chilwell is devoted to critical Numeracy and Literacy activities.

### 2. **Aims:**

To maximise student learning opportunities and performance by ensuring that children enrolled at Chilwell attend school regularly without unnecessary absences.

### 3. **Implementation:**

#### **Parent responsibility.**

3.1 Parents have a responsibility to ensure that their children attend school regularly and punctually and are only absent if ill or in unavoidable circumstances.

3.2 Parents of absent students are required to provide a written note, email or skoolbag app detailing the reason for absence or call the school to provide a verbal explanation.

#### **School responsibility.**

3.3 All student absences and lateness must be recorded in the CASES 21 system. Teachers need to mark all students present for both the morning and afternoon sessions.

3.4 Attendance and absence reports will form part of each child's half-year and end-of-year progress reports to parents. Aggregated student attendance data is reported to the Department of Education and training and the wider community each year as part of the annual report.

3.5 When a child has an unexplained absence for more than 3 days, the child's teacher will notify the Principal who will contact the child's parents to verify the absence.

3.6 In the event of the prolonged and regular absenteeism, the Principal will, after consultation with the student's teacher and review of individual absence records, determine a strategy to be employed. Support strategies may include :

- Initial telephone contact with parents
- Written communication to the parents
- Home visits
- Counselling sessions
- Consultation with Regional network staff.

### 4 **Ratified:**

This policy has been ratified by School Council – October 2016.

Review: Biennially