MOVELLE PRIMARY SCHOOL ATTENDANCE POLICY

Movelle School Values:
Respect, Responsibility, Resilience, Learning, Teamwork

Movelle Primary School values continual learning and encourages respect, resilience, teamwork and responsibility in all that we do.

Rationale:
- We believe that student success is determined by good attendance at school. Students need to attend school regularly in order to participate fully and gain maximum benefit from their schooling. Regular attendance enables students to access a full education, enabling them to reach their full potential. DEECD’s Everyday Counts concept is fully supported at Movelle Primary School.
- Student attendance is dependent on a supportive school environment, a curriculum that provides for all students and structures and approaches that facilitate the success of all students.
- We acknowledge that monitoring of student attendance enables identification of students at risk and the early implementation of intervention strategies.
- The Education Act requires that children of school age (six to sixteen years) 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.
- School staff should set an example for students, encouraging and emphasising attendance and punctuality.
- The DEECD policy outlines concerns for students who have more than five Unapproved Absences in one calendar year. Parents are expected to notify their child’s school giving an explanation of why their child was absent and notify the school prior of any absences their child will take that they are aware of. For absences in regard to extended family holidays to be approved, parents must notify their child’s school prior to the holiday and get from their child’s teacher a Student Absence Learning Plan which their child must complete while they are away.

Purpose:
- Maximise the attendance of all students
- Support families in achieving regular attendance for their children.
- Provide organisational structures which support the early detection and identification of causes of non-attendance
- Identify and support all students at risk of non-attendance
- Support staff in monitoring and following up absences
- Ensure the efficiency and accuracy of data collection for school, legal and audit requirements
Implementation:

Students.
- Attend and be punctual for all classes
- Provide a medical certificate/written note to teacher on return to school
- Sign in at Office and provide explanation if late to school
- Discuss with teacher procedures for catching up on any work missed through lateness or absence

Parents / Carers
- Ensure that the student attends and is punctual each day
- Notify the school (preferably in advance) if a student is to be absent
- Provide written explanation to the school for each student absence.
- Contact the school for assistance, if a student is resistant to attending school.
- Ask for and collect a Student Absence Learning Plan if student is going on extended family holiday

Teachers
- Accurately mark and maintain daily rolls using E-CASES
- Ask for and process notes to approve absences
- Seek support if any student’s attendance is an ongoing concern
- Provide Students going on extended family holidays with a Student Absence Learning Plan

Cases 21 Operator
- Generate and maintain rolls
- Monitor that rolls have been marked accurately
- Produce a daily list of absences
- Facilitate the tracking of student lateness.
- Provide Cases 21 reports to Assistant Principal

Assistant Principal.
- Regularly monitor student attendance through examination and analysis of CASES 21 reports
- Contact parents / carers of students with high levels of unexplained absences with a view to developing strategies to minimise absences
- Support the progress of students at risk through liaising with parents / carers and teachers
- Ensure that a good example is set by all staff with attendance and punctuality
- Ensure that very clear attendance expectations are evident to students and staff

Principal
- Encourage the development of policies and culture, which encourage student engagement and attendance
- Ensure that attendance policy and practices are implemented and reviewed on a regular basis
- Students with excellent attendance records will receive certificates of achievement.
• Posters encouraging school attendance will feature prominently, as well as newsletter articles.
• Student attendance and absence figures will appear on student half year and end of year reports.
• Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the annual report.

**Evaluation:**
• This policy will be reviewed as part of the school’s three-year review cycle.

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<tr>
<td>Date reviewed</td>
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<tr>
<td>Responsible for Review</td>
<td>Assistant Principal</td>
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