

# Lyndale Greens Primary School

## Attendance Policy

### 2019

#### **Purpose**

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

#### **Aims**

- To maximise student learning opportunities and performance by ensuring children required to attend school do so regularly, and without unnecessary absences.
- To put into place agreed processes for managing student absences within the school.
- To create a parent culture that views regular, punctual school attendance and communicating student absences and lateness to the school as important.

#### **Implementation**

- All enrolled students are expected to attend school regularly and be punctual.
- Teachers mark the attendance roll electronically at **9.00am** and immediately after lunch.
- Attendance, absence and late arrival records form part of each student's half-year and end-of-year progress reports to parents.
- Parents of absent students are required to provide an authorisation detailing the reason/s for their child's absence.
- Student absences and reasons for student absences are recorded in CASES21.

#### **Responsibilities**

##### **Students will**

- Attend school regularly and be punctual.
- Supply class teachers/office staff with a note from a parent/guardian explaining each absence.

##### **Parents/Guardians will**

- Ensure that their child is in school every school day and is on time, unless there is a legitimate reason for the child's absence/lateness.
- Parents can report students absences through the Skoolbag app, complete the absence notice, or phone the school directly.

### **Class teacher will**

- Accurately mark rolls twice daily on E-Cases and paper rolls
- Follow up on consistent lateness.
- Contact the parents if an absence remains unexplained for more than 2 days.
- Monitor student absences in the class and year levels, and bring any concerns to the attention of the Leading Teacher/Wellbeing or Principal.
- Encourage parents to report students absences through the Skoolbag app
- Re-enforce the message of “It’s not OK to be Away” in the class

### **Office staff will**

- Provide hard copy rolls for use in the case of electronic failure.

**This policy was last updated on May 2019 and is scheduled for review in March 2021**

### **Evaluation**

The policy will be reviewed as part of the school’s three year review.