



PATTERSON LAKES PRIMARY SCHOOL

No. 5190

Gladesville Boulevard Patterson Lakes 3197

Phone 9772 4011 Fax 9776 0421

Email: patterson.lakes.ps@edumail.vic.gov.au

P.O. Box 330, Patterson Lakes, 3197

Principal: Stan Szuty

Website: <http://www.patterson-lakes-ps.vic.edu.au>

ATTENDANCE POLICY

RATIONALE

The *Education Training Reform Act 2006* sets out basic legal requirements for attendance. In Victoria, young people between six and seventeen years of age (inclusive) must be enrolled in a registered school or registered for home schooling in accordance with the Act and the *Education and Training Reform Regulations 2007*.

While student attendance at school is a legal obligation of parents/carers, consistent with the *Education and Training Reform Act 2006*, Victorian government schools, in partnership with parents/carers, students and the wider community, must provide active support for the full attendance and retention until the completion of the Year 12 or its equivalent.

AIM

- Promote Education as being a sequential process.
- Ensure regular attendance of all students; to maximise full educational potential and to actively participate and engage in all learning experiences.
- Develop habits of regular attendance at school from an early age.
- Minimise late arrival, early dismissal or regular absence from school, so as to lessen the risk of missing out on fundamental aspects of educational and social development.

Implementation:

- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Illness is reasonable grounds for an absence; shopping, non school excursions or birthdays are not.
- It is important for families to notify the school of any holidays that will be undertaken within the school term. The classroom teacher will formulate a Student Absence Learning Plan to ensure missed work is completed (See Appendix A).
- Late arrival to school is discouraged due to the disruption it causes. Students who arrive late are marked as absent in the classroom and they need to report to the office on arrival to collect a late pass. The attendance will then be electronically adjusted on CASES.
- Early dismissal from school is discouraged due to the disruption it causes. Students who are required to leave school early, must be signed out at the office by a parent/guardian. An Early Leavers pass will be issued and handed directly to the classroom teacher. The early dismissal will then be electronically adjusted on CASES.
- Parents/carers have a further responsibility to contact the school to provide notification of absence. This may be in the form of a phone call, an email, a written note or return a completed absence form (See Student Absence Note).
- The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are recorded in both the morning and the afternoon, by teachers, specialists or administration staff, and are aggregated on the CASES database and communicated to the DEECD.
- DEECD and enrolment auditors may seek student attendance records.
- If a student is away for three consecutive days, the classroom teacher will instigate a courtesy phone call to the family on the third day, to discuss the reason for absence and implementation of support measures.
- The Principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained. The administration staff will issue a formal CASES generated letter for each student who records three or more absences in one month.
- The Principal will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences (See Appendix A-Student Absence Learning Plan template or Appendix B-Attendance Improvement Plan or Return to School Plan template).
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues may be reported by the Principal to South Eastern Victoria Region [SEVR] and the Department of Human Services.

- Students who are absent from school for large periods of time, i.e. 40 days or more in a school calendar year, will be contacted either by SEVR and/or DEECD to verify absence. Students/families who are deemed as 'At Risk' will then be under the care of local agencies to support the families further, in ensuring regular and improved attendance at school.
- Student attendance, lateness and absence figures appear on student mid year and end of year reports.
- Aggregated student attendance data is reported to the DEECD and the wider community each year as part of the annual report.
- The Student Engagement Policy outlines the School Actions and Consequences for School Attendance to:
 - Articulate high expectations for regular attendance.
 - Reflect DEECD philosophy and attendance practices of 'It's Not Ok to be Away' - 'It's Cool to be at School'.
 - Monitor individual student attendance (and adopt consistent, rigorous procedures to monitor and record student absence).
 - Follow up student absences promptly and consistently, and provide supportive intervention for students at risk of non-attendance.
 - Liaise closely with parents to enhance student attendance.
 - Unify the schooling structure to make school more cohesive, less bureaucratic and impersonal.
 - Create safe, supporting learning environments where all students experience success through active participation and engagement in purposeful learning.

EVALUATION

This policy will be reviewed as part of the school's annual review cycle and/or as per DEECD recommendations.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Patterson Lakes Primary School, October 2013.

Signed.....
School Council President

Signed.....
Principal

STUDENT ABSENCE NOTE	
Student Name:	Class:
Date of Absence:	
Reason for Absence:	
Parent Signature:	



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Appendix A - Student Absence Learning Plan template

Students who are taking extended absences from school must have a Student Absence Learning Plan to support the education of students who are absent from school for an extended period. It may also be useful to develop a Return to School Plan for students who have been absent for an extended period.

Student name	
Year level	Date
Reason for absence:	
Date of last day of school:	Date of return to school:
Description of the educational program: Teachers/year-level coordinators should include elements of the learning program the student will be missing while away. The learning program should enable the student to more easily re-engage in class activities when they return.	
Activities for the student to undertake while away from school: For example, if a student is travelling, what research can they undertake, or what presentations can be prepared?	
Outcomes for the student to achieve:	
Resources that the student may find useful:	
Agreed role of parents/carers in supporting the absence learning program:	
Contact details for the student to stay in touch:	School phone number:
School contact person:	Signature of principal:
Signature of parent/carer:	



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Appendix B - Attendance Improvement Plan or Return to School Plan template

Student name Date of birth: Year level Date
The work that I have missed and need to complete:
Insert copy of students' timetable here.
Goals to improve my attendance so that I achieve a _____ % attendance rate: 1. 2. 3.
People I will go to when I need help: Their locations:
If I am absent for any reason my parent/carer will contact the school on the first day of my absence School phone: If the school does not receive a message then my teacher will contact my home to see what has happened. Parent/carer phone:
School Term Dates: Student Free Days: School will be closed to students on: