



Our Lady of Lourdes - Bayswater

Attendance Policy

RATIONALE

Schooling is compulsory for children and young people of school age, i.e from six to seventeen years (*Education Act 2013*) unless an exemption from attendance or enrolment has been granted.

Daily school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives. It is important that children develop habits of regular attendance at an early age.

School participation is important as it maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values which set them up for further learning and participation in their community.

AIMS

At Our Lady of Lourdes we aim to maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without necessary absences.

Whilst ensuring student attendance is a legal obligation of parents, supporting students to attend school each day is the shared responsibility of all parents, students, the school and the wider community. This responsibility is underpinned by shared understandings and expectations about the procedures for the promotion, monitoring and follow-up of students absences.

IMPLEMENTATION

- A review of the Attendance Guidelines for Schools was undertaken by the Victorian Minister of Education in Term Four, 2017.

- Resulting changes to the Attendance Guidelines now state: 'schools must advise parents/guardians of unexplained absences on the same day, as soon as practicable, including for post-compulsory aged students.'
- Monitor student attendance and implement attendance improvement strategies at a whole-school, cohort and individual level
- Parents are required to explain the absences of their children from school promptly i.e. the first day of any period of absence or as soon as practicable.
- Parents have a responsibility to ensure that their child/children attend school regularly and are only absent when ill or absolutely necessary.
- Our Lady's will contact parents as soon as possible if a child is marked absent and the parents have not notified the school. This contact may be in the form of a phone call, email or text message.
- If a student is absent for more than a few consecutive days, with no explanation, staff will inform the Principal.
- Ongoing unexplained absences or lack of cooperation regarding student attendance may result in a formal conference being convened. Unresolved attendance issues may be referred to DHS.
- To provide active support (including targeted responses and effective intervention strategies) for full student attendance and retention and respond, with care, to individual student circumstances when regular attendance is not consistent.
- The Principal will regularly communicate with parents about expectations for attendance.
- The School will promote awareness that absence results in quantifiable lost learning time and opportunities
- Staff will model and encourage punctuality across the whole school.
- Monitor and analyse school attendance records regularly with early identification of students at risk of poor attendance.
- Regularly discuss student attendance records in staff meetings.
- Student absences will be noted on the formal school report issued to parents at the conclusion of Semester One and Semester Two.

- All student attendance is recorded on the electronic attendance register - nRoll - on a twice daily basis. Please note:
 - Attendance roll is taken twice each day: at 9:05a.m. and then after second break.
 - Specialist teachers are responsible for marking the roll after lunch but may negotiate this with the classroom teacher, if required (to record on nForma).
 - Attendance roll records are monitored by Office staff regularly.
 - If a student arrives to school between 9 a.m. and 10:50a.m. then they are noted as a LATE ARRIVAL.
 - If a student arrives after 10:50a.m. but before 12:30p.m. than they are noted as a MORNING ABSENCE
 - If a student leaves school between 12:30p.m. and 2:30p.m. they are noted as an AFTERNOON ABSENCE.
 - If a student leaves school after 2:30p.m. then they are noted as EARLY DISMISSAL.

EVALUATION

This policy may be updated or revised as required by legislation or according to the school's cyclic review process.

History of Updates to Policy

Date	Review: Major, Minor, etc
2015	Written and ratified
2019	Minor update - amendment