



St. Martin de Porres School

Avondale Heights

ATTENDANCE POLICY

RATIONALE

- The Education Act 2013 requires that children of school age (six-seventeen 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.

AIM

- To maximize student learning opportunities and performance by ensuring that children required to attend school do so regularly and without unnecessary absences.

IMPLEMENTATION

- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find “catching up” difficult and therefore absenteeism contributes significantly to student failure at school.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Parents have a responsibility to ensure that their children attend school regularly and are only absent if ill or if absolutely necessary.
- Parents have a further responsibility to communicate with the school explaining why an absence has occurred.
- The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are recorded on the electronic attendance – nForma / nRoll by the classroom, specialist or replacement teacher on a daily basis before 10.00 am and after 2.30 pm.
- The classroom teacher should inform the Principal if a student is away for more than 2 days.
- The class teacher and Principal have a further responsibility to ensure that unexplained absences are investigated and that high levels of absenteeism are adequately explained.
- The Principal will contact parents of students with high levels of unexplained absences, with a view to developing a plan to return to school and implementing strategies to minimize absences.
- Ongoing unexplained absences or lack of cooperation regarding student attendance may result in a formal conference being organized. Unresolved attendance issues may be referred to D.H.S.
- Parents will be regularly reminded that the attendance monitoring system, nForma / nRoll, will automatically send a text message to a child’s parents if the school is not notified of an absence by 10.00 am on any school day.
- Student absences will be noted on the formal school report in Semester 1 & 2.

EVALUATION

- This policy is reviewed annually.

Reviewed 2015, 2019