



WARRINGA PARK SCHOOL

WARRINGA PARK SCHOOL ATTENDANCE POLICY

RATIONALE

According to the *Education and Training Reform Act 2006*, *Education and Training Reform Regulations 2007* and *Education and Training Reform (School Attendance) Regulations 2013* 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. In addition, the National Youth Participation Requirement agreed that all young people under the age of 17 must participate in schools or an approved equivalent until they complete year 10 and if they have completed Year 10, participate full-time (at least 25 hours per week) in employment or further education and training; or a combination of these activities until they reach 17 years of age.

AIMS

To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences.

IMPLEMENTATION

- School participation is important as it maximizes 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 that set them up for further learning and participation in their community.
- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult.
- 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.
- Illness is reasonable grounds for an absence, shopping excursions or birthday parties are not.
- Parents/caregivers have a responsibility to ensure that their children attend school regularly and are only absent if ill or if it is absolutely necessary.
- Parents/caregivers have a further responsibility to notify the school of their child's absence by telephoning or using other communication such as email, Compass, Seasaw or providing a written note or returning a completed absence form * (See form below) to the school explaining why an absence has occurred.
- The Principal has a responsibility to ensure that attendance records are maintained and monitored.
- Assistant Team Leaders will be responsible for monitoring and investigating student absence.
- All student absences are recorded in morning session by teachers, are aggregated on our Compass database.
- DET and enrolment auditors may seek student attendance records.
- The Principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.
- The Principal or Principal nominee will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- Ongoing unexplained absences or lack of cooperation regarding student attendance will result in a formal attendance conference being organised.
- If measures to improve attendance have been undertaken by the school unresolved attendance concerns may be reported by the Principal to a School Attendance Officer (Regional Director).
- Student attendance and absence figures will appear on student half year and end of year reports.

- Aggregated student attendance data is reported to the DET and the wider community each year as part of the annual report.

REVIEW CYCLE

This policy will be reviewed as part of the school's **three-year cycle review**, but also occurs on a regular basis prompted by changing circumstances and raised concerns.

This policy was reviewed and shared with the school community on **19TH August 2019** and is *scheduled for review in August 2022*

Attendance follow-up protocols

CLASSROOM TEACHER

- Mark the roles every day by 10.00 am on Compass.
- If the classroom has specialists in the first session, the specialist teacher will mark the roll.
- If student arrives late and has not been registered through Kiosk/Campus Admin Office - mark roll as Present, under comments – add Late and time if known.
- If child absent for 2+ **consecutive** days unexplained contact parent/carer to enquire – If you cannot make contact or find information - email to Attendance Officer/Wellbeing/Assistant Team Leader.
- If reason/explanation is given enter this into Compass ASAP.
- If a child is absent for 3+ days in the **term** contact parents/carer to enquire reason and remind regular attendance is important.
- If a child is absent for 5+ days in the **term** email this information to Team Leader and Wellbeing.
- If parent/carer provides information regarding long term absences, e.g., family holiday, bereavement, these details can be input into Compass ahead of time. Email details (start/end date to Campus Leader and Attendance Officer.
- Maintain regular contact with parents/caregivers.
- Follow up any unmarked rolls – update in Compass.

ASSISTANT TEAM LEADERS

- Support re-engagement plan with classroom teacher, contact Wellbeing if deemed necessary.
- Analyse absence data monthly to identify trends.
- Follow up with classroom teachers if rolls are unmarked.
- 5 minutes are allocated fortnightly at campus meeting to highlight attendance and bring concerns.

ADMIN

- Input CRT hard copies of rolls.
- Adjust late attendance and early leavers.
- Adjust notifications regarding absences into Compass.

ATTENDANCE OFFICER

- Refer to “Same Day Notification” of unexplained student absences for each campus.
- Process unexplained absences.
- Unmarked rolls – email Assistant Team Leaders to follow up.
- Provide Assistant Team Leaders/Wellbeing Team with Daily Unexplained absences.
- Generate fortnightly Not Present/Late letters.
- Refer DET attendance referrals – Criteria.

Two types of attendance referrals:

- 1) 5 days unexplained absence.
- 2) Whereabouts of student unknown.

Criteria for referral – 5 days unexplained absences

- A) Multiple contact attempts have been made to family.
- B) Meetings have been held with family to re-engage identified student.
- C) Student/Family has been linked into support.
- D) Police Welfare Check complete (if required) – DHHS referral.
- E) Attendance Plan has been completed with family/student. Altered or part-time return to school plan.
- F) Alternative learning pathways/programs have been offered to student.
- G) Behaviour Support Plan has been completed with student/family.
- H) Provide welfare concerns summary to Regional Officer.

Warringa Park School
STUDENT ABSENCE NOTIFICATION

Date.....

Dear Parent / Guardian,

It has been brought to my attention that your child has been absent from school on a number of occasions without a legitimate reason provided.

School participation is important as it maximizes 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.

It is the duty of a parent/caregiver of a child of not less than 6 or more than 17 years of age to enroll the child at a registered school and also to ensure the child attends the school at all times when the school is open for the child’s instruction. Please find attached a copy of Warringa Park Attendance Policy.

Please contact the school on the number below and speak to, your child’s Campus Leader to make an appointment to discuss strategies to support their attendance.

Yours sincerely,
Attendance Officer
Warringa Park School
9749 5774