



ATTENDANCE

PURPOSE

To ensure all children of compulsory school age are enrolled in a registered school attend school every day the school is open for instruction.

POLICY

In accordance with the *Education and Training Reform Act 2006*, schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted.

Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction.

Students are expected to attend Moolap Primary School during normal school hours every day of each term, unless:

- there is an approved exemption from school attendance or attendance and enrolment for the student, or
- the student is registered for home schooling and has only a partial enrolment in a school for particular activities.

A principal or regional director (depending on the circumstances) may authorise an exemption and provide written approval for student attendance or attendance and enrolment to be exempt or reduced to less than full time.

For absences where there is no exemption in place, the parent/guardian must provide an explanation on each occasion. The Principal will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the *Education and Training Reform Act 2006*.

MPS will maintain attendance records and develop policies to support and maintain attendance.

ATTENDANCE RECORDS

MPS will record student attendance twice per day and record, in writing, the reason given for each absence. This is necessary to:

- meet legislative requirements
- discharge schools' duty of care for all students
- assist calculation of the school's funding
- enable school councils to report on student attendance annually
- meet Victorian Curriculum and Assessment Authority (VCAA) requirements (for VCE students).

MPS will:

- Ensure the system for recording student attendance meets the requirements above.
- Use only CASES21, eCASES21 or third party software compatible with CASES21 to record student attendance.
- Import attendance data into CASES21 on a monthly basis.
- Advise parents/guardians promptly of unexplained absences, including for post-compulsory aged students.

Parents/guardians are required to provide an explanation for their child's absence from school, and a principal or designee will record in writing the reason (if any) given by the parent/guardian.

The Principal will, after consulting with the teacher, attendance records and the student, decide upon a strategy to be employed. As truancy is often indicative of other problems including engagement and family issues, the support strategies employed by the Principal will be determined on a case-by-case basis. However, they may include:

- Initial telephone contact with parents
- Counselling sessions for parents and/or students
- Home visits
- Formation of an Attendance Support Group

Related legislation

- *Education and Training Reform Act 2006*

This policy will be reviewed as part of the 3 year cycle