



Mentone Park Primary School

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www.mentonepark.vic.edu.au

Reaching Higher

STUDENT ATTENDANCE POLICY

PURPOSE

- 1.1 Records of student attendance are required for all students enrolled at the school to:
- monitor the legal requirement for students under 15 years of age to attend school;
 - discharge the school's duty of care for all students;
 - supply accurate information for audit purposes.

BROAD GUIDELINES

- 2.1 The attendance roll is a permanent record of the attendance of all students.

IMPLEMENTATION

- 3.1 Attendances and absences will be recorded each half day by each class teacher. Attendance records must be maintained on CASES on a regular basis.
- 3.2 All students must be ready to commence teaching and learning programs at 9:00 a.m.
- 3.3 All Class Attendance Rolls will be marked with a coding system for CASES entry
- 111 late arrival at school
 - 117 Early leaver from class
 - 201 Illness
 - 205 Medical Appointment
 - 206 Hospitalised
 - 209 dentist
 - 400 Suspension
 - 500 Unexplained
 - 604 Excursion
 - 800 Parent Choice
- 3.4 Attendance records will be carefully and regularly scrutinised by class teachers to identify any action and support needed for individual students. Any such issues will be reported to the Assistant Principal.
- 3.5 An ongoing Register of all cases of student absences for which no satisfactory explanation has been received, will be reported to, compiled and maintained by the Assistant Principal.
- 3.6 Explanations for all absences must be provided in writing. Parents will be contacted by the teacher for absences without written explanations.
- 3.7 Parents will be contacted after 3 consecutive days absence if there has been no notification.
- 3.8 If the reason for a student's absence(s) remains unresolved after an initial attempt at contact, the Principal will convene a meeting with the parents/guardians and student (if appropriate). The purpose of the meeting is to:
- ensure that parents/guardians are aware of the absence and appreciate its implication,
 - examine the reasons for non-attendance,
 - identify whether further assistance will be needed to re-establish attendance.
- 3.9 If communication with parents/guardians has not been possible, or a meeting does not sufficiently resolve the attendance problem, the Principal will develop a plan to support the student's attendance. This will be within the framework detailed in Section 3 of DE&T's Student Attendance Guidelines", Education Victoria 1997.
- 3.10 Lateness will be noted by the teacher on the attendance roll. If there is a habitual pattern of a child being late to school parents will be contacted as per 3.4.
- 3.11 Number of absences will be recorded as part of the semester reports.
- 3.12 Parents will sign the 'Out Register' when withdrawing students within school hours.
- Reviewed and approved by School Council August 2009



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EVALUATION

- 4.1 Student Absences in Annual Report
- 4.2 Student Absence Class Records
- 4.3 CASES Attendance Summary

RESOURCES

- 5.1 Student Attendance Guidelines 1997 - Department of Education Victoria.
- 5.2 CASES Student Attendance Data Reports
- 5.3 Register of Student Absences
- 5.4 Class Attendance Records