

TO BE RATIFIED**PURPOSE**

The school supports the **“Not OK To Be Away”** DEECD initiative. Students of school age (six to fifteen years) resident in Victoria are required to be in full-time attendance at a government or registered non-government school, unless they have been granted special exemption by the Regional Director (Schools).

GUIDELINES

1. All enrolled students are expected to attend daily.
2. Specific processes will be followed to maximise learning opportunities by ensuring absenteeism of students is kept to a minimum.
3. Parents are to notify the school prior to or on the day of absence.
4. Class teachers will mark the attendance roll at 9:15am and 1:30pm each day.
5. Staff members are to bring to the attention of the Principal any student/s whose attendance is irregular, any students who do not provide adequate information explaining absences, or whose absences appear unwarranted.
6. Full attendance will be actively encouraged by all staff.
7. Parents of absent students are required to provide written notification, stating the reason/s for absence. This information is to be retained by the teacher.
8. Attendance records will form part of each child’s half year and end of year progress reports to parents.
9. The process will be managed by the Principal.
10. Poor attendance will be reviewed on a case by case basis by the principal and class teacher and appropriate support strategies implemented.
11. Ongoing absenteeism will be reported by the Principal to the appropriate welfare and government agencies.