



Flowerdale Primary School

Small Schools Are Great Schools

ATTENDANCE POLICY

Background

Daily school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health and employment outcomes.

School participation is important as it maximises 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. Conversely limited school participation is associated with a greater chance of disengaging from education.

Philosophy

To ensure all enrolled-age children attend school.
Prerequisite policy

Admission Policy

- 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 or seek enrolment for other approved tuition.
- Students are expected to attend normal school hours every day of each term. An exemption should be sought if the attendance expectation is reduced for a particular child. A principal or regional director (depending on the circumstances) authorise an exemption and provide written approval for student attendance to be exempt or reduced to less than full time.
- For absences where there is no exemption in place, the parent/guardian should provide an explanation on each occasion and the school 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.
- Schools must maintain attendance records and develop policies to support and maintain attendance.

Note: The National Youth Participation Requirement requires that all young people under the age of 17 must complete year 10 and then participate full-time (25 hours per week, or as deemed full-time by the course provider) in approved education, training or employment; or a combination of these activities until they reach 17 years of age.

Other approved tuition

For other approved tuition options see:

- [Distance Education](#)
- [Registered Home Schooling](#)
- [Wannik Education Strategy for Koorie Students](#)

Attendance support policies

Schools must develop policies to support and maintain student attendance.

For guidance relating to:

- student engagement, non-attendance, truancy

See: [Student Engagement Policy Guidelines](#)

- providing student support services

See: [Support in Schools](#)

- students affected by homelessness, who may be more likely to have patterns of irregular attendance

Attendance records

Schools must record attendance and absences at least half daily in order to:

- meet legislative requirements
- assist calculation of the school's Student Resource Package (SRP) funding
- enable School Councils to report on attendance annually
- meet Victorian Curriculum and Assessment Authority (VCAA) requirements (for VCE students).
- Schools must use only CASES21, eCASES21 or third party software which is compatible with CASES21 to record student attendance.

In case of absence

- Parents/guardians are required to provide an explanation for their child's absence from school, and a principal must record in writing the reason (if any) given by the parent/guardian.
- Schools must advise parents/guardians promptly of unexplained absences, including for post-compulsory aged students.

Attending school every school day for the whole day enables students to participate in the school's educational program as well as develop their social skills. Regular attendance enables the school to:

- plan an organised educational program that is delivered in a consistent way and has continuity
- facilitate shared student learning experiences that support the educational program
- monitor student progress and adjust the educational program to meet student needs.

Exemptions from school attendance may be granted in some circumstances. All applications for exemptions are considered on a case by case basis, with the child's best interests as the guiding principle for decision-making. In making a decision the potential benefits or negative consequences of granting the exemption to the child's educational progress, wellbeing and development are also considered.

This policy to be ratified by School Council June 2017

