



# Attendance Policy

## **PURPOSE**

Students of school age (6-17 years) resident in Victoria are required to be in full time attendance at school unless they are receiving approved home tuition, have a shared enrolment with a specialist setting, have received exemption from the regulatory authorities or are enrolled in correspondence education.

## **AIMS**

To maximise learning opportunities by keeping student absenteeism to a minimum.  
To put into place agreed processes for managing student absences within the school.

## **IMPLEMENTATION:**

All enrolled students are expected to attend all scheduled classes.

The attendance roll is marked after the morning meeting and after the lunch break each day (Candlebark) and at the start of every period (Alice Miller). This is done electronically through Compass.

Parents at both campuses receive an automatic SMS if their child is absent from school without an explanation.

Attendance records are entered into the roll daily, ensuring the correct absent codes are used to explain absences.

Parents of absent students are required to register their child as absent on Compass, or alternatively phone, text or email the school explaining the reasons for their child's absence.

The Business Manager (Candlebark) or Administrator (Alice Miller) are responsible for checking each day that teachers have correctly marked their rolls, and they must follow-up with parents, to ascertain reasons for unexplained absences of students.

They must accurately record attendance on student files, and bring to the attention of the Principal/s or Head of Campus any student whose attendance is irregular, who does not adequately explain absences, or whose absences appear unwarranted.

Unsatisfactory attendance is initially followed up by year level coordinators, who will work closely with the parents and students to remove barriers to attendance and improve poor attendance.

Ongoing truancy issues will be reported to the government agencies by the Principals or Head of Campus.

**STUDENT RESPONSIBILITIES:**

To attend all classes.

To inform teachers of known extended absences and seek information about work missed.

**TEACHER RESPONSIBILITIES:**

To accurately mark class rolls twice a day at the stipulated times (Candlebark) and at the start of each lesson (Alice Miller).

To ensure correct codes are entered for explained and unexplained late arrivals and absenteeism.

To flag anomalies in attendance (e.g. a child was present in the morning but is not present in their class and the child's whereabouts are unknown) with the Administrator, Business Manager and/or the Head of Campus and/or the Principals.

To follow up consistent lateness.

To show concern for students who are absent – ask them where they were and supply any work missed.

Ask the Business Manager (Candlebark) or Administrator (Alice Miller) to make follow up phone calls to parents where appropriate.

To monitor weekly attendance and absence reports.

**ADMINISTRATION RESPONSIBILITIES:**

To generate and maintain rolls.

To accurately enter roll data on a weekly basis into the SAS program.

To monitor student attendance data.

To record verbal phone messages and pass them on to teachers.

To initially follow up unexplained absences with parents and provide them with an opportunity to respond.

**LEADERSHIP'S RESPONSIBILITIES:**

To oversee and support teachers, students and parents in the implementation of attendance procedures and policies.

To educate students, parents and the community that attendance at school, whenever it is possible, is mandatory.

To follow up students who are at risk of lack of attendance or who are continuously late arrivals.

To support parents in whatever strategy and assistance they may require.

To develop plans to support students who may be experiencing school refusal.

For additional attendance requirements at VCE level, see Alice Miller School VCE Attendance Policy.

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Next Revision February 2025

John Marsden