

## Attendance Policy

### Rationale

Schooling is compulsory for all children and young people aged from 6 – 17 years unless an exemption from attendance or enrolment has been granted.

Daily school attendance is important for all children and young people to succeed in education and to ensure they do not 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 outcomes, better employment outcomes and higher incomes across their lives. It is important that children develop habits of regular attendance at an early age.

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.

Rosanna Golf Links is committed to promoting the key messages of the benefits of regular school attendance:

- believing all children should be enrolled at school and attend school all day, every school day
- that successful students are well organised and start the day on time
- believing that in the best interest of students that family holidays/shopping trips/medical appointments are scheduled outside of school hours
- believing non-attendance can place a student in unsafe situations and impact on their future employability and life choices
- monitors, communicates and implements whole school strategies to improve regular school attendance
- that chronic absenteeism is commonly a sign of stress factors in a student's life outside and/or in the immediate learning environment. Our staged response to non-attendance allows us to respond quickly and work in partnership with students and their families
- attendance at school is the responsibility of everyone in the community.

### Purpose

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures Example School has in place to:
  - support, monitor and maintain student attendance
  - record, monitor and follow up student absences.



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### Scope

This policy applies to all students at Rosanna Golf Links Primary School.

This policy should be read in conjunction with the Department of Education and Training's [School Attendance Guidelines](#). It does not replace or change the obligations of Rosanna Golf Links Primary School, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

### Actions

It is the expectation of classroom/home group teachers to:

- Accurately record attendance of students twice daily at 9am and 2.30pm
- Direct students arriving late or departing early to the General Office to be recorded
- Monitor each student's attendance and punctuality
- Determine the appropriate follow up to ensure the student's education and wellbeing are supported following a school absence
- Identify students who are at risk of disengaging from school
- Make DHS/ChildFIRST notifications where appropriate and in consultation with school leadership

It is the expectation of the student to:

- Attend school every school day
- Arrive at school and classes on time and prepared
- Talk to a teacher if they are aware of issues that might impact on their ability to attend school/class

It is the expectation of the parent to:

- Ensure student attends school every day when instruction is offered
- Ensure student arrives at school between 8.45am and 8.55am
- Provide a valid explanation for a student's absence/lateness
- Provide the school with advanced notice if there is a planned up-coming school absence
- Communicate openly with the school about a student's ongoing medical condition that may result in ongoing absence or medical appointments during school hours
- Alert the school early to issues that may impact on a student's attendance
- Work in partnership with the school to address attendance concerns

It is the expectation of the Principal/Principal Nominee/School Leadership to:

- Use CASES21/eCASES21/Third party software compatible with CASES21 to record student attendance
- Contact parents if absence is unexplained/request attendance letter from CASES be sent to parents/Record actions
- Address attendance/punctuality concerns early through an attendance/punctuality improvement plan
- Coordinate Student Absence Learning Plan if absence is planned and approved
- Escalation of attendance concerns as per Staged Response to Non-Attendance
- Consider the explanation given for an absence and whether it is reasonable in accordance with the [Education and Training Reform Act 2006](#)



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- Report the annual rates of student attendance for the year to the school community at least once a year
- Ensure that processes are in place to document non-attendance strategies at whole school level
- Ensure that processes are in place to document non-attendance strategies at individual level in student's file e.g. home visits, phone calls, Attendance SSG's, SOCS referrals, DHS/childFIRST notifications
- Ensure processes are in place to document further enforcement proceedings around non-attendance including, referral to the School Attendance Officer, issuing of a school attendance notice, infringement notice (and any appeal), court proceedings.

Students are expected to attend Rosanna Golf Links Primary School during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in Rosanna Golf Links Primary School, or
- the student is registered for home schooling and has only a partial enrolment in Rosanna Golf Links Primary School for particular activities.

### Managing non-attendance and supporting student engagement

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Rosanna Golf Links Primary School will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group
- implementing a Return to School Plan
- implementing an Individual Education Plan
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- Greeting the child at the school gate in the morning or a 'touchbase' prior to the school day to welcome the child to school
- arranging for assistance from relevant member of the leadership team
- We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required,

### Referral to School Attendance Officer

If Rosanna Golf Links Primary School decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the North West Victoria for further action.

If, from multiple attempts to contact with a parent, it becomes apparent that a student will not be returning to the school, the principal may make a referral to a School Attendance Officer if:

- the student has been absent from school on at least five full days in the previous 12 months where:



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- the parent has not provided a reasonable excuse for these absences; and
- measures to improve the student's attendance have been undertaken and have been unsuccessful
- the student's whereabouts are unknown and:
  - the student has been absent for 10 consecutive school days; or
  - no alternative education destination can be found for the student.

### Review

This policy was last updated on 11/3/2020 and is scheduled for review in March 2024.

### Additional Resources

It is to be read in conjunction with:

- [School Attendance Guidelines](#) (DET)
- School Policy and Advisory Guide: [Attendance](#)
- [School intranet](#)
- RGLPS Student Engagement and Wellbeing Policy