



# ATTENDANCE POLICY



## Help for non-English speakers

If you need help to understand the information in this policy please contact Boort District P-12 School (BDS).

## 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 / carers the key practices and procedures BDS has in place to
  - support, monitor and maintain student attendance
  - record, monitor and follow up student absences.

## SCOPE

This policy applies to all students at BDS

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

## DEFINITION

*Parent / Carer* – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

## POLICY

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

Daily 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. School participation 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 that set them up for further learning and participation in their community.

Students are expected to attend BDS 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 BDS, or
- the student is registered for home schooling and has only a partial enrolment in BDS for particular activities.

Both schools and parents / carers have an important role to play in supporting students to attend school every day.

BDS believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents / carers to improve their attendance through a range of interventions and supports.

Students are committed to attending school every day, arriving on time and are prepared to learn. Our students are encouraged approach a teacher and seek assistance if there are any issues that are affecting their attendance.

BDS parents / carers are committed to ensuring their child/children attend school on time every day when instruction is offered, to communicating openly with the school and providing valid explanations for any absence.

Parents / carers will communicate with the relevant staff at BDS about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents / carers will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

### Supporting and promoting attendance

BDS's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance by: offering breakfast opportunities, pastoral care through Home Group teachers and counselling services.

### Recording attendance

**For primary schools** BDS must record student attendance twice per day. This is necessary to:

- meet legislative requirements
- discharge BDS's duty of care for all students

Attendance will be recorded by the classroom teacher each morning on Xuno and checked in the afternoon to update attendance.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present. If off campus, the teacher in charge will notify the Office of any absences so they can be recorded on Xuno or use of the Xuno staff app.

**For secondary schools** BDS must record attendance in every class. This is necessary to:

- meet legislative requirements
- discharge BDS's duty of care for all students
- meet Victorian Curriculum and Assessment Authority requirements for VCE students

Attendance will be recorded by Home Group Teachers using Xuno, at Home Group meetings each morning and by individual class teachers each period.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present. If off campus, the teacher in charge will notify the Office of any absences so they can be recorded on Xuno, or use Xuno staff app to record attendance.

### Recording absences

For absences where there is no exemption in place, a parent / carer must provide an explanation on each occasion to the school.

Parents / Carers should notify BDS of absences by:

- Calling the Office to notify of an absence
- Sending a note with students on return to school (handed to Office or Home Group teacher)
- Notify the Home Group teacher via email through Xuno, in a written note, or calling, if an absence is a planned absence. Classroom teachers can then be notified
- Using Xuno to record the absence

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, BDS will notify parents by SMS through the Xuno Management System.

BDS will keep a record of the reason given for each absence. The principal will determine if the explanation provided is a **reason excuse** for the purposes of the parent meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

If BDS considers that the parent / carer has provided a **reasonable explanation** for their child's absence, the absence will be recorded under the appropriate category.

If the school determines that **no reasonable explanation** has been provided, the absence will be marked as '**unapproved absence**'.

The Principal has the discretion to accept a reason given by a parent / carer for a student's absence. The Principal will generally excuse:

- medical and dental appointments, where out of hours appointments are not possible or appropriate
- bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- school refusal, if a plan is in place with the parent to address causes and support the student's return to school
- cultural observance if the parent/carer notifies the school in advance
- family holidays where the parent notifies the school in advance

### Managing non-attendance and supporting student engagement

BDS understands that 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. Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, BDS will work collaboratively with parents / carers, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- arranging for assistance from Wellbeing Coordinator and Home Group teachers.
- establishing a support network
- providing flexible learning options

### Referral to School Attendance Officer

If BDS 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 Western Victoria (Bendigo) Regional Office 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:
  - 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.

### MORE INFORMATION AND RESOURCES

- [School Attendance Guidelines](#)
- School Policy and Advisory Guide: [Attendance](#)
- [School intranet](#)

### POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Consultation	School council
Approved by	Principal and school council
Next scheduled review date	May 2026