



ATTENDANCE POLICY AND PROCEDURE

PRESHIL VISION STATEMENT

At our core remains an unshakeable commitment to encouraging all children to set and achieve their own goals and to be respected as individuals in their own right. This is a commitment to our children to be nurtured and challenged in an atmosphere that inspires creativity and independent thinking in all areas of life and does not, overtly or subtly, use competition or punishment to motivate through the fear of failure.

As global citizens, we encourage an awareness of world issues and encourage efforts to make a positive difference. We believe that education should prepare students to be thoughtful, peace-loving and active citizens of the world. Preshil will remain a school that puts kindness, compassion and social relationships at the centre of its operations.

Introduction

All students who are enrolled at Preshil, regardless of their age, are expected to attend School whenever instruction is provided. Regular attendance at School enables students to maximise their full potential and to actively participate and engage in their learning. Schools, in partnership with parents, are responsible for ensuring the regular attendance of students.

At Preshil, attendance and participation are addressed in the context of a supportive School community.

Summary ¹

- Parents/carers must enrol a child of compulsory School age, 6 to 17 years of age, at a registered School and ensure the child attends School.
- Schools must also record and monitor attendance and absences in order to meet the duty of care owed to students, as well as the requirements of the Education and Training Reform Act 2006 (Vic)

Purpose

The purpose of this policy is to ensure that all children of compulsory school age are enrolled in a registered school and attend school every day the School is open for instruction. This policy outlines what Preshil's expectations are for attendance to maximise student learning opportunities by keeping absenteeism to a minimum and to ensure that parents/caregivers provide a note of explanation for absences and are notified of a child's absence/truancy promptly.

Preshil adopts a supportive school community approach to students' attendance at School. Preshil expects that each student will maintain, at the very least, an 80% attendance record for each year.

The School promotes practices that are most likely to positively impact attendance.

Preshil addresses the following areas:

- attendance rolls which are marked by teachers at each class serve to monitor attendance
- ensuring that the curriculum is inclusive and relevant
- ensuring that teaching and learning practices are intentional and embedded in purposeful and meaningful experiences
- adopting approaches which foster the health, well-being, safety and development of resilience in students
- encourage the development of a learning culture in which good relationships are modelled

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at all levels

- engage in professional learning which responds to changing educational and social contexts
- maintaining a program where the early identification of specific groups of 'at risk' children provides the necessary support to maintain attendance and participation.

Responsibilities

Principal

The Principal will take responsibility, through delegation, to:

- ensure a set of School processes to manage attendance issues is developed, implemented, monitored and reviewed
- maintain current contact details for parents and guardians
- maintain an accurate record of student attendance
- provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance
- advise parents promptly when their children are absent from School without explanation
- ensure that all cases of unsatisfactory attendance and part or full day absences from School are investigated promptly and that appropriate intervention strategies are implemented
- ensure that School personnel are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school
- provide processes for regular parent/carer notification of individual students' attendance records
- notify parents/caregivers in writing of those days when students are not required to attend school
- monitor the effectiveness of this policy and report to the Preshil School Council.

Teachers

Teachers will:

- monitor attendance and make adjustments as necessary at least twice per day at the Junior School
- monitor attendance and make adjustments as necessary at the Senior School
- ensure constancy and consistency in checking and following up on student absences

Parents and Caregivers

Parents and caregivers are expected to:

- ensure that their children who are enrolled at Preshil attend School each day as a matter of priority
- ensure that their children are off-site after 4.30pm at the BK campus and enrolled in the After Hours School Care program if they require supervision at the end of the school day at Arlington
- support the School to address non-attendance
- support full attendance of an individual student
- provide written permission for their children at the School Reception Office if arriving after 8:45 am at the secondary campus and after 9.00 am at the primary campus
- provide written permission for their children in the School Reception Office if leaving early - this can be done through the Kiosk system.
- promptly notify and explain their child's absences from school

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- contacting their child's classroom teacher, Reception or the Head of Campus if their child is reluctant to attend school so help and guidance can be provided in supporting their child's return to school

Students

Students are expected to:

- attend every school day and be punctual for all classes, programs, commitments and organised activities unless they have a valid reason to be absent
- sign in at the Reception Office if they arrive late - this can be done through the Kiosk system
- provide written permission from their parent/carer to the Reception Office if they need to leave school early. Students, Years 7 - 10, must be collected by a parent or guardian.
- If a student is unwell, they must be collected by a parent or guardian (they are not allowed to return home alone)
- students cannot leave the school grounds during the school day without parental permission
- students are expected to be off-site at the BK campus by 4.30 pm and in the After Hours School Care program if they require supervision after School hours at the Arlington campus.

Reception Staff

Reception Staff are expected to:

- ensure that parent and guardian contact details are checked annually and are kept up to date and current during the School year.
- ensure that the photograph/video consent is updated every year
- are expected to monitor and follow up on unexplained student absences (as per the procedures described below)

Education and Training Reform Act 2006 (Vic)

In accordance with the Education and Training Reform Act 2006 (Vic), schooling is compulsory for children and young people aged from 6 to 17 years unless an exemption has been granted.

Parents/carers 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.

Students are expected to attend the School in which they are enrolled, during normal School hours every day of each term, unless:

- there is an approved exemption from school attendance or attendance and enrolment for the student, or
- the student is registered for home Schooling in a school.

Attendance Exemptions

A student's parents or guardians may apply to the Student Wellbeing Coordinator or the Head of Campus for an exemption to School attendance in circumstances where they have a temporary physical disability, a mental illness or School refusal. This exemption must be supported by a report from the relevant Allied Health Professional and must be reviewed periodically (e.g. once a week). The child may still access Google classrooms and curriculum documents to continue their Schooling at home as far as they are able in the circumstances.

Student Support Plan

In the event that a student is absent from school for a period of time for any of the following reasons:

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- School refusal
- Mental Health episodes
- Unexplained long-term 'parent choice' indicators on Compass
- Surgery
- Any other issue which is identified by the School as requiring significant support

A Return to School Plan will be formulated through Student Service Team and in consultation with Allied Health Professionals, parents and the student. This plan should include:

- **A risk assessment** for the student's return to School prepared by the Year Level Coordinator, a member of the Student Services Team and the Head of Campus which details the following;
 - identified risks
 - analysis of the risks - high, medium or low risk
 - reasonable controls that can be put in place to reduce the risk(s)
- A **summary of the advice** received from the relevant Allied Health Professional
- A **staged return to School plan** developed in consultation with the AHP which is reviewed by the Student Services Team on a weekly basis.
- Documented support plans
- The Student Services Team should **communicate regularly** with Reception / First Aid staff responsible for attendance and communications with parents.

Schools must:

- maintain attendance records
- identify and follow up unexplained absences
- record student attendance three times per day in primary Schools and in every class in secondary Schools
- record, in writing, the reason given for each absence
- advise parents/carers of unexplained absences, as soon as practicable on the same day of the absence, including for post-compulsory aged students.

References

Department of Education and Training Attendance Policy

Relevant Legislation

Education and Training Reform Act 2006 (Vic)

Review

This policy was approved by the Leadership Team in February 2023. It will be reviewed every two years or if a major incident occurs.

Attendance Monitoring Procedure

- Students should be at School before the scheduled starting time so that they can be organised in time for the beginning of class.
- Teachers will record attendance at the beginning of the school day in the Primary School and at the commencement of each class at the Secondary School. By 9.00 am. Primary School teachers will mark the rolls using the 'COMPASS' electronic roll marking package. The times of late arrivals should be noted. Details about a student's absence must be recorded on the system.
- Teachers will record attendance after the Fruit Break and the Lunch Break in the Junior School.
- Teachers need to forward any notes/emails they receive to the Reception staff who will advise

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teachers of any notification they have received from parents/caregivers regarding a student's absence. This may be done via the electronic roll marking package, telephone message, email or written note.

- Where possible, parents/caregivers are requested to advise the School of their child's absence before the school day commences through the online system. A 24-hour attendance phone line will also be available. If this cannot be done, a written explanation must be provided upon the student's return to school.
- Where an absence is likely to be extended beyond a single day, parents are requested to notify the School as early as possible by recording an absence through the online system.
- The School Reception Office will contact the parents/caregivers of children who are absent and where an explanation has not been provided.
- Written permission must be provided by parents/caregivers for students to arrive late or leave early.
 - Students may not leave school grounds without permission, and if this occurs, parents will be notified and asked to collect their child. A family meeting will be organised to discuss and agree upon behaviour improvement.
- In instances where particular students show a consistent pattern of unexplained non-attendance and/or lateness, Preshil will:
 - establish and maintain communication with parents/caregivers
 - engage the support of support personnel and support agencies as appropriate
 - ensure that all staff who have responsibility for these students are kept informed of matters related to their non-attendance and/or lateness
- In instances where a part-time enrolment has been agreed parents must ensure this individual program is fully attended.
- In instances where the School does not have the support of parents in addressing repeated non-attendance, the Principal may terminate the enrolment to meet census and truancy regulations.