



Attendance Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Hughesdale Primary School.

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.

Scope:

This policy applies to all students at Hughesdale 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 Hughesdale Primary School, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

Definition:

Parent – 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 Hughesdale 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 Hughesdale Primary School, or
- the student is registered for home schooling and has only a partial enrolment in Hughesdale Primary School for particular activities.

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

Hughesdale Primary School 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.

As a guide the following categories can help to identify patterns of absence (Attendance Works, 2017):

- **Regular attendees:** miss less than 10 days a year (approx. less than 5% absence)
- **Risk of chronic absence:** miss between 10 and 20 days a year (approx. 5-10% absence)
- **Chronically absent:** miss 20+ days (approx. 10-15% absence; average 1 day per fortnight)
- **Severe chronic absence:** miss 30+ days a year (approx. over 15% absence). This cohort is at high risk of becoming an Early Leaver. Students who go on to be chronically absent in their later years of schooling on average have had higher absence rates than their peers in primary school, starting as early as Grade Prep. It is never too early or too late to establish positive attendance habits. Attendance plays a key role in setting students up for success in later years.

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 to improve their attendance through a range of interventions and supports.

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

Hughesdale Primary School parents 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 will communicate with the relevant staff at Hughesdale Primary School about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents 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

Hughesdale Primary School's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance by:

- following up any unexplained absences.
- notifying parents via a push notification (using COMPASS) if their child is not at school by 9:45am, and parents have not registered a reason for the absence through COMPASS.

- opening the school doors at 8:50am so that students can come inside and be ready to commence learning at the 9am bell. This is also a good time for parents to communicate any questions or concerns to your child's teacher
- ensuring that all students enrolled at Hughesdale Primary School participate in learning programs offered remotely when school closures are mandated by implementing follow up phone calls to all students who are absent

Recording attendance

Hughesdale Primary School must record student attendance twice per day. This is necessary to:

- meet legislative requirements;
- discharge Hughesdale Primary School's duty of care for all students.

Attendance will be recorded by the classroom teacher (or specialist teacher when timetabled) in the morning between 9:00am and 9:30am, and in the afternoon between 1:50pm and 2:00pm using Compass.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

Recording absences

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

Parents should notify Hughesdale Primary School of absences by:

- logging the absence on Compass;
- informing the classroom teacher in advance if it is a planned absence.

If contact cannot be made with a parent (due to incorrect contact details), the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school, *if the period of absence exceeds 3 consecutive school days*.

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

If Hughesdale Primary School considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**school approved absence**'.

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

The Principal has the discretion to accept a reason given by a parent 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.

If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Parents will be notified if an absence has not been excused.

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, Hughesdale 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;
- arranging for assistance from relevant school staff.

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 Hughesdale 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 East Victoria Region 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.

Communication:

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

More information and resources:

- The Department’s Policy and Advisory Library (PAL): [Attendance](#)

Policy review and approval

Policy last reviewed	March 2024
Approved by	Principal: Dean Napier
Next scheduled review date	March 2027