



Wollert
Primary School

Attendance

Policy





Attendance



Help for non-English speakers

If you need help to understand the information in this policy please contact Wollert 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 on student absences.

Scope

This policy applies to all students at Wollert 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 Wollert 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 ensure they do not fall socially and developmentally behind. 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 Wollert 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 at Wollert Primary School, or
- the student is registered for homeschooling and only partially enrolled in Wollert Primary School for specific activities.

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

Wollert 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.

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

Wollert Primary School parents are supported to ensure their child/children attend school on time every day when instruction is offered, to communicate openly with the school, and to provide valid explanations for any absence.

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

Wollert Primary School *Student Wellbeing and Engagement Policy* supports student attendance.

Recording attendance

Wollert Primary School records student attendance twice per day. This is necessary to:

- meet legislative requirements
- discharge Wollert Primary School's duty of care for all students

Attendance will be recorded by homeroom and/or specialists' teachers at 9.00am and 11.45am, on the Compass platform.

If students attend 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 Wollert Primary School of absences by:

- Contacting school office or entering on Compass (via parent login)

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, Wollert Primary will notify parents by SMS/push notification message via Compass at 10.15am. If contact cannot be made with the parent after repeated attempts, then Wollert Primary School will attempt to contact any emergency contact/s nominated by the student's family.

Wollert 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 Wollert Primary School considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as **'approved absence'**. If the school determines that no reasonable excuse has been provided, the absence will be marked as an **'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

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

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 without notice, Wollert Primary School will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, which may include:

- establishing an Attendance Student Support Group
- implementing a Return to School Plan
- implementing an Individual Education Plan
- implementing a Student Absence Learning Plan (SALP) for students who will be absent for an extended period
- arranging for assistance from the relevant Welfare and Inclusion team member



We understand from time to time that some students will need additional support 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 Wollert 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 Victorian Region for further action.

If, from multiple attempts to contact 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 parent has not provided a reasonable excuse for 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
- Reminders in our school newsletter

Further information and resources

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

POLICY REVIEW AND APPROVAL

Policy last reviewed	August 2023
Approved by	Principal (Kaylene Kubeil on behalf of Leanne Tingwell)
Next scheduled review date	August 2026