

Absenteeism and Lateness

POLICY

Rationale:

- Students of school age (six to seventeen years) resident in Victoria are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, have a shared enrolment with a specialist setting, have received exemption from the Regional Director (Schools) or are enrolled in correspondence education.
- School hours at Derrimut PS are 9.00am until 3.15pm. Gates are opened at 8.30am and the yard is supervised from 8.45am. Students enter the building promptly at 8.55 am, and commence learning at 9am.

Aims:

- To maximise learning opportunities by ensuring absenteeism and lateness of students is kept to a minimum.
- To put into place agreed processes for managing truancy and lateness within the school.

Implementation:

- All enrolled students are expected to attend all of each school day.
- Class teachers will mark the attendance roll at 9:15am and 2:30pm each day.
- Attendance records will be entered into CASES 21 at least weekly and from SENTRAL daily.
- Attendance and absence records and lateness will form part of each child's half year and end of year progress reports to parents.
- Parents/guardians of absent students are required to provide a written note via SENTRAL, emails via website or verbal phone call (staff fill out proforma) detailing the reasons for absence. These notes are to be retained in each student's personal file in Sentral. Staff members are to bring to the attention of the Student Wellbeing Coordinator any students whose attendance is irregular, any students who do not provide written notes adequately explaining absences, or whose absences appear unwarranted. Trigger points are: three unexplained absences, or any patterns that have been noticed. (see attendance process)
- The Student Wellbeing Coordinator will monitor attendance records and with the support of the teachers and the student, decide upon a strategy to be employed. As truancy is often indicative of other problems including engagement and family issues, the support strategies employed by the Student Wellbeing Coordinator will be determined on a case-by-case basis. However, they may include:
 - Initial telephone contact with parents
 - Attendance Support Group Meetings for parents and/or students
 - Formation of a support group
 - Ongoing truancy issues will be reported by the Principal/Assistant Principal to the appropriate welfare and government agencies (DET Wellbeing and Engagement Officer).

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

July 2017