



# Ainslie Parklands Primary School

Respect - Responsibility - Resilience

## ATTENDANCE POLICY

**Latest DET Update:** July 2021

**First Developed:** February 2018

**Updated:** May 2019, August & October 2020, April 2021, April 2022



### Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office on 9870 1566 and an interpreter can be arranged.

### PURPOSE

The purpose of this policy is to:

- ensure all children of a compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction.
- ensuring students, staff and parents/carers have a shared understanding of the importance of attending school
- explaining to school staff and parents/carers the key practices and procedures the school has in place to
  - support, monitor and maintain student attendance
  - record, monitor and follow up student absences

### SCOPE

This policy applies to all families at Ainslie Parklands PS (APPS). 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 APPS, parents 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 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 APPS 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 Ainslie Parklands Primary School, or
- the student is registered for home schooling and has only a partial enrolment in Ainslie Parklands Primary School for particular activities

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

**Jane Capon**  
Principal

**Phone:** 9870 1566

**E-mail:** [ainslie.parklands.ps@education.vic.gov.au](mailto:ainslie.parklands.ps@education.vic.gov.au)

**Address:** Hinkley Ave, Croydon Vic 3136  
PO Box 8153, Burnt Bridge, VIC 3136

**ABN:** 18 707 785 342

[www.ainslieparklandps.vic.edu.au](http://www.ainslieparklandps.vic.edu.au)



# Ainslie Parklands Primary School

Respect - Responsibility - Resilience

APPS 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.

APPS parents/guardians 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/Guardians will communicate with the relevant staff at APPS 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

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

Our school also promotes student attendance by providing active support (including targeted responses and effective intervention strategies) for full student attendance and retention and will respond to individual student circumstances when regular attendance is not consistent.

The school also promotes student attendance by:

- following up on unapproved non-attenders by communicating to parents/carers on the day of an absence
- publishing newsletter articles outlining the importance of school attendance
- articulating high expectations to all members of the school community by:
  - regularly communicating with parents/carers about expectations for attendance
  - promoting awareness that absence results in quantifiable lost learning time and opportunities
  - modelling punctuality across the whole school
  - creating a safe, supportive learning environment where all students experience success through active participation and engagement in purposeful learning

## Recording attendance

APPS records student attendance twice daily. This is necessary to:

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

Attendance will be recorded by classroom teacher at the start of the school day and after lunch] 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.

**Jane Capon**  
Principal

**Phone:** 9870 1566

**E-mail:** [ainslie.parklands.ps@education.vic.gov.au](mailto:ainslie.parklands.ps@education.vic.gov.au)

**Address:** Hinkley Ave, Croydon Vic 3136  
PO Box 8153, Burnt Bridge, VIC 3136

**ABN:** 18 707 785 342

[www.ainslieparklandps.vic.edu.au](http://www.ainslieparklandps.vic.edu.au)



# Ainslie Parklands Primary School

Respect - Responsibility - Resilience

## Recording absences

For absences where there is no exemption in place, a parent/carer must provide an explanation on each occasion to the school, preferably between 8.30 am and 9.00 am.

Parents/Carers should notify the school of absences by:

- registering the absence on Compass
- contacting the school office via phone or email
- informing the classroom teacher in writing of an absence

If a student is absent on a particular day and the school has not been previously notified by a parent/carer, or the absence is otherwise unexplained, APPS will notify parents by SMS by 10:30 am on the day of the absence, requesting notification.

The 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/carer meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

If the school considers that the parent/carer has provided a **reasonable excuse** for their child's absence the absence will be marked as '**Explained**' and the reason given is recorded.

If the school determines that the excuse provided is **not reasonable** the absence will be marked as '*Parent Choice Unexplained.*'

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

- illness
- 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/carer 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/carer notifies the school in advance

If no explanation is provided by the parent/carer within 10 school days of an absence, it will remain recorded as 'Unexplained' on the student's file.

Parents/carers will be notified if an absence has not been accepted as 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, APPS will work collaboratively with parents/carers, the student, and other professionals, where appropriate, to develop strategies to improve attendance, possibly including:

- establishing an Attendance Student Support Group
- implementing a Return to School Plan

**Jane Capon**  
Principal

**Phone:** 9870 1566

**E-mail:** [ainslie.parklands.ps@education.vic.gov.au](mailto:ainslie.parklands.ps@education.vic.gov.au)

**Address:** Hinkley Ave, Croydon Vic 3136  
PO Box 8153, Burnt Bridge, VIC 3136

**ABN:** 18 707 785 342

[www.ainslieparklandps.vic.edu.au](http://www.ainslieparklandps.vic.edu.au)



# Ainslie Parklands Primary School

Respect - Responsibility - Resilience

- 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 staff in the school

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 APPS 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 Eastern Victorian 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
- Included in staff induction processes
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- 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

<b>Policy last reviewed</b>	March 2022
<b>Approved by</b>	Principal – Jane Capon
<b>Next scheduled review date</b>	March 2025
<b>Note</b>	Policy mandatory for VRQA purposes

**Jane Capon**  
Principal

**Phone:** 9870 1566  
**E-mail:** [ainslie.parklands.ps@education.vic.gov.au](mailto:ainslie.parklands.ps@education.vic.gov.au)  
**Address:** Hinkley Ave, Croydon Vic 3136  
PO Box 8153, Burnt Bridge, VIC 3136  
**ABN:** 18 707 785 342

[www.ainslieparklandps.vic.edu.au](http://www.ainslieparklandps.vic.edu.au)