



ATTENDANCE POLICY

Rationale:

- The *Education Act 1958* requires that children of school age and resident in Victoria are required to be in full-time attendance at a government or registered non-government school unless formally exempt. Kambrya College requires that post-compulsory aged students also attend school unless a valid reason exists

Aims:

- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences

Implementation:

- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult
- Absenteeism contributes significantly to student failure at school
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent
- Parents/Guardians have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary. Parents/Guardians have a further responsibility to provide a written note to Kambrya College explaining why an absence has occurred
- Staff members will be responsible for monitoring and investigating student absences
- Student absence is to be confirmed in writing by a note from parents/guardian
- Independent students not living with parents/guardians are also required to provide notes
- The home group teacher will telephone parents/guardians of absent students if communication from parents/guardians is not forthcoming in three school days
- The home group teacher will communicate with parents/guardians regarding any unexplained or inadequately explained absences
- Ongoing unexplained absences, or lack of cooperation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues for students of compulsory school age, may result in a review of the students academic standing and may be reported by the Principal to DOE
- The Principal will ensure all student absences are recorded each period by teachers, are aggregated on Kambrya College's CASES database and communicated to the Department of Education
- The Department of Education and enrolment auditors may request student attendance records
- Student attendance and absence figures appear on student half year and end of year reports
- Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the annual report

Evaluation:

- This policy will be reviewed as part of Kambrya College's three-year review cycle

This policy was last ratified by College Council in

May 2007