

Hamlyn Views School

Attendance Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Hamlyn Views School on (03)52155700

1. 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 Hamlyn Views School has in place to:
 - support, monitor and maintain student attendance
 - record, monitor and follow up student absences.

2. SCOPE

This policy applies to all students at Hamlyn Views 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 Hamlyn Views School parents and School Attendance Officers under legislation or the School Attendance Guidelines.

3. DEFINITION

Parent – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Commonwealth) and any person with whom a child normally or regularly resides.

4. 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. Schools help students to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend Hamlyn Views 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 Hamlyn Views School, or
- The student is registered for home schooling and has only a partial enrolment in Hamlyn Views School for particular activities.

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

Hamlyn Views 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 and their families are encouraged to approach a key staff member and seek assistance if there are any issues that are affecting their attendance.

Hamlyn Views 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 Hamlyn Views 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

Hamlyn Views School's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance by:

- Facilitating access to DET provided Bus Transport for eligible students

Recording attendance

Hamlyn Views School must record student attendance twice per day. This is necessary to:

- meet legislative requirements
- discharge Hamlyn Views School's duty of care for all students

However our recording practices mean attendance will be recorded every session by the classroom/specialist teacher at the start of each session using CASES21 compatible third party software - 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 Hamlyn Views School of absences by:

- Sending a message via SeeSaw to teacher
- A phone call to the school office
- Written notification to teacher or school office
- Verbal communication with teacher, staff member or school office.

Parents are requested not to pass absence information via school bus staff.

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, Hamlyn Views School will notify parents by either a phone call or a message via SeeSaw. Hamlyn Views School will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

If contact cannot be made with the parent eg. 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, where possible, on the day of the unexplained absence.

Hamlyn Views 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 Hamlyn Views 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 '**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 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, Hamlyn Views School will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- Attendance Data reviewed twice termly during Wellbeing Meetings
- 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 student engagement and wellbeing staff.
- Establish attendance strategies for students with medical issues e.g. Provide relevant training for key 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 Hamlyn Views 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 South-Western Regional Office 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
- 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.

5. MORE INFORMATION AND RESOURCES

This policy should be read in conjunction with the following policies on the Department's Policy and Advisory Library (PAL): <https://www2.education.vic.gov.au/pal/attendance/policy>

6. 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
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

7. EVALUATION

Created/Updated On	February 2024
Consultation	2024 Newsletter Issue 2
Endorsed By	Principal – Suzanne Armstrong
Endorsed On	February 9 2024
Next scheduled review date	February 2028 – this policy has a review cycle of 4 years as part of the school's four yearly review cycle

APPENDIX A: ATTENDANCE PROTOCOLS

Please note: 11am Compass automatically sends out an SMS communication to parent/guardians for any unexplained absences

General

1. Absences for each semester to be recorded on individual student reports.

Classroom Teacher

1. Record student attendance at the start of EVERY session, or school approved activity, as per Attendance Policy.
2. Be aware Attendance Officer will call with reminder to mark rolls if not completed by 10.30am.
3. Where a student has departed school during the day, office staff will enter the departure, however you will still need to mark the student present where partial attendance of the period they left in.
4. If reason for absence is provided by parent/guardian classroom teacher is to forward this to the Attendance Office for recording, to prevent the parent/guardian from being phoned.
5. If Attendance Officer has been unable to reach a parent/guardian regarding a student absence for two consecutive days, the classroom teacher is to make contact with the parent/guardian and provide details to the Attendance Officer.
6. Where a student is known to be absent for a family holiday, prepare a Student Absence Learning Plan for the known period of time. This is to be approved and signed by Principal Class and parent/guardian. A copy of the document is to be provided to the Attendance Officer who will record the absence and file the document in the Student File.
7. Must inform Principal Class member of any concerns regarding student absences.

Specialist Teachers

1. Record student attendance at the start of EVERY session, or school approved activity, as per Attendance Policy.
2. Be aware Attendance Officer will call with reminder to mark rolls if not completed by 10.30am.

Casual Relief Teacher

1. Record student attendance at the start of EVERY session or school approved activity as per Attendance Policy. Complete this using school provided iPad. Login details can be found on the back of the iPad.
2. Be aware Attendance Officer will call with reminder of roll marking if not completed by 10.30am.
3. Check all rolls are marked prior to leaving school site at end of day.

Daily Organiser

1. Where split classes have been arranged, the Daily Organiser is to mark the roll of the split classes.

Attendance Officer

1. Assist school staff with roll marking as needed.
2. Check previous day roll marking and notify class room teachers of any unmarked rolls via a Compass post. Forward a copy of this notification to a Principal Class member.
3. Check for unmarked rolls at 10.30am. Where necessary call classroom teachers to request completion of the roll.
4. Contact parent/guardian of previous day/s unexplained absences seeking explanation. If unable to reach parent/guardian, place as a General Attendance Chronicle entry to highlight attempted contact.
5. Must inform Principal Class member of any absences of concern of 5 days or more.
6. At month's end, work with Principal Class to review parent choice and unexplained absences.
7. At term's end prepare Compass Not Present/Late Unexplained letters.
8. At term's end prepare summary of whole school attendance for Principal Class
 - a. Mark any student with an attendance percentage of 70% or lower with Blue.
 - b. Mark increases in attendance in Green. Note increase amount.
 - c. Mark decreases in attendance in Red. Note decrease amount.
 - d. Investigate reasons for attendance decreases and write written summary of known explanations.

Principal Class

1. Support Classroom Teacher and Attendance Office when absences of concern are raised. Contact the parent/guardian to develop strategies to support improved attendance.
2. Consider and approval Student Absence Learning Plans where student is embarking on a known family holiday.
3. At month's end, work with Attendance Officer to review parent choice and unexplained absences.
4. At terms end, along with School Leadership Team, read and consider student attendance data prepared by Attendance Officer.
5. Where necessary report ongoing absences to appropriate welfare, network or government agencies.
6. Where strategies to address unsatisfactory attendance have been exhausted, make referral to School Attendance Officer South-Western Regional Officer