

Attendance Policy

To outline student attendance expectations and how this will be monitored to support students to attend school.

Purpose:

To outline how the policy will be implemented effectively and to comply with the Victorian Registration & Qualifications Authority (VRQA) Minimum Standards and Requirements for School Registration and Education and Training Reform Act 2006 (Vic)

Scope:

Parents/Carers, Students, Teachers

Implemented by:

School Coordinator (Principal), Teachers

Approved by:

Parent Group, Board

Communicated via:

Website, Policy Folder, Termly Newsletter, Staff Meetings

Reviewed:

Every three years, as legislative changes arise, or improvements identified

Overview

Learning Co-operative (Co-op) recognises the link between attending school and positive educational outcomes. Students enrolled at Co-op are expected to attend school each day on which their school program is in operation. There are likely to be days throughout the year that students are unable to attend school e.g. illness, health appointments, family bereavements. These circumstances are important, and time should be taken to attend to them.

Monitoring of school attendance enables compliance with government requirements and reporting. It also helps identify students who may be experiencing difficulty with school attendance



enabling enquiries to be undertaken and an opportunity for the school to identify support that may be helpful for them and their family.

This policy also covers any periods of mandated remote learning.

Roles & Responsibilities

Parents/carers are responsible for:

- Ensuring their children attend school when the school is open.
- Providing an explanation to the school on each occasion that their children are absent, before or on the day of the absence, by phone, text, email or message via Slack (the school's online communication platform)

Teachers are responsible for:

- Checking student attendance in the morning and afternoon and marking the roll in the school's student management system with the correct codes for explained and unexplained absences, and late arrivals/early departures.

Administrative Team is responsible for:

- Ensuring all parent contact details remain current and accessible to Teachers via the school data management system.
- Following up unexplained absences on the same day for all students.

Coordinator is responsible for:

- Monitoring the attendance levels of students.
- Contacting parents/carers to advise them of their child's attendance level when these are below the expected level.
- When needed, developing an attendance plan in conjunction with parents/carers, and monitoring the effectiveness of this plan.
- Keeping records of these discussions and plans on the school's student management system.

Remote Learning

During any periods of mandated remote learning, the school will use a range of mechanisms to monitor student attendance, including through a student's engagement with the school's learning platform, teachers' direct interactions with students and the submission of work.



Related Documentation

- Enrolment Agreement