

Rollins Campus
Wolseley Grove
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Principal: Steve McGarrigle

ROLLINS PRIMARY SCHOOL



Batesford Campus
Old Ballarat Road
BATESFORD. 3221
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Assistant Prin: Jenny Hassett

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ATTENDANCE POLICY

Rationale:

Students of school age (six to fifteen 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.

Aims:

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

Implementation:

1. All enrolled students are expected to be in attendance for the complete school day.
2. Class teachers will mark the attendance roll at 9:00am and 2:30pm each day.
3. Attendance records will be entered into CASES daily.
4. Attendance and absence records will form part of each child's half year and end of year progress reports to parents.
5. Parents of absent students are required to provide a written note or verbal notification, detailing the reason/s for absence. These notes are to be forwarded to the office at the end of every school year and kept for 7 years.
6. Staff members are to bring to the attention of the Assistant Principal any student/s whose attendance is irregular, any students who do not provide written notes adequately explaining absences, or whose absences appear unwarranted.
7. Monthly official requests for reasons for unexplained absences will be sent home.
8. The school will provide absence explanation forms.
9. The Assistant Principal will, after consulting with the teacher, attendance records and the student, decide upon a strategy to be employed. As absenteeism is often indicative of other problems including engagement and family issues, the support strategies employed by the Assistant Principal will be determined on a case-by-case basis. However, they may include:
 - A. Initial telephone contact with parents
 - B. Counselling sessions for parents and/or students
 - C. Home visits
 - D. Formation of a support group
 - E. School attendance as a prerequisite to extra-curricular activities
 - F. Attendance rewards
10. Ongoing absenteeism issues will be reported by the principal to the appropriate welfare and government agencies.

EVALUATION

This policy will be reviewed as part of the Rollins Primary School Policy Review Cycle.

Tabled at School Council meeting 27th May, 2013

This Policy was ratified by School Council on:

Date: __/__/20__

Signed: _____
(School Principal)

Signed: _____
(School Council President)