

WATTLE GLEN PRIMARY SCHOOL ATTENDANCE POLICY

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 Wattle Glen Primary School has in place to
 - o support, monitor and maintain student attendance
 - o record, monitor and follow up student absences.

SCOPE

This policy applies to all students at Wattle Glen Primary School.

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. 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 Wattle Glen Primary 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 Example School, or
- the student is registered for home schooling and has only a partial enrolment in Wattle Glen Primary School for particular activities.

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

Wattle Glen Primary 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 are encouraged to approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Wattle Glen Primary 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 Wattle Glen Primary 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

Wattle Glen Primary School's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance by: open classroom at 8:50 to assist with transition, providing breakfast, play lunch/lunch for families that have an agreement with the school, providing students with fruit at any time of the day, medicating students whom require it when they arrive at school, encouraging students with incentive to arrive on time (Roo Rewards).

Recording attendance

Wattle Glen Primary School must record student attendance twice per day. This is necessary to:

- meet legislative requirements
- discharge Wattle Glen Primary School's duty of care for all students

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

If students attend a school approved activity, the teacher in charge of the activity will record them as being present.

Same day notification of unexplained absences

Schools must advise parents/carers of unexplained absences, on the same day, as soon as practicable, including for post-compulsory aged students.

Using an automated messaging solution (SMS) from COMAPSS is an efficient and effective method of notifying parents/carers of unexplained absences. WGPS utilises this service.

In accordance with the Education and Training Reform Act 2006 (Vic), schooling is compulsory for children and young people aged from 6 to 17 years unless an exemption has been granted.

A principal or regional director (depending on the circumstances) may authorise an exemption and provide written approval for student attendance or attendance and enrolment to be exempt or reduced to less than full time. Refer to the Exemption from School Attendance and Enrolment Policy for more information.

For absences where there is no exemption in place, the parent/carer must promptly provide an explanation on each occasion to the school. The school will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the Education and Training Reform Act 2006 (Vic). Schools must refer to the Guidelines for guidance on what constitutes a 'reasonable excuse'.

Wattle Glen Primary School must:

- have an Attendance Policy as part of their Student Engagement Policy
- maintain attendance records
- identify and follow up unexplained absences
- record student attendance twice per day in primary schools and in every class in secondary schools
- record, in writing, the reason given for each absence
- advise parents/carers of unexplained absences, as soon as practicable on the same day of the absence, including for post-compulsory aged students.

Referral to School Attendance Officer

When a Principal feels that they have exhausted all strategies for addressing a student's unsatisfactory attendance and deems it appropriate to make a referral to a School Attendance Officer, they must adhere to the requirements set out in the International student program quality standards [School Attendance Guidelines](#).

MORE INFORMATION AND RESOURCES

For further information, refer to:

- [Re-engagement Programs](#)
- [School Attendance](#) – guidance for non-attendance
- [Homelessness](#) – for students affected by homelessness, who may be more likely to have patterns of irregular attendance.

REVIEW CYCLE AND EVALUATION

This policy was last updated on MAY 2023, and is scheduled for review in MAY 2026.

This policy was endorsed by the Principal