

Attendance Policy



Help for non-english speakers

If you need help to understand the information in this policy please contact Kalianna School on 03 5442 1311

Purpose:

The purpose of this policy is to ensure that all children of compulsory school age are enrolled in a registered school and attend school every day it is open for instruction. This policy aims to foster a shared understanding among students, staff, and parents/carers regarding the importance of regular school attendance. It outlines the key practices and procedures Kalianna School has in place to support, monitor, and maintain student attendance.

Scope:

This policy applies to all students at Kalianna School and should be read in conjunction with the Department of Education and Training's School Attendance Guidelines. It does not replace or alter the obligations of Kalianna School, parents, and School Attendance Officers under legislation or the School Attendance Guidelines.

Definition:

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

Policy:

Schooling is compulsory for children and young people aged 6 to 17 years, unless an exemption from attendance or enrolment has been granted. Daily attendance is vital for academic success, social development, and maximising life opportunities. Regular school participation equips students with essential skills, knowledge, and values necessary for their future learning and community engagement.

Students are expected to attend Kalianna School during regular school hours every day, except when:



- 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.
- The student is registered for home schooling and has only a partial enrolment in Kalianna School for specific activities.

Both schools and parents have crucial roles in supporting students to attend school consistently. Kalianna School is committed to encouraging and supporting full school attendance. It will identify vulnerable students or cohorts at risk of declining attendance and collaborate with parents to improve their attendance through various interventions and supports.

Students are expected to attend school every day, arrive on time, and be prepared to learn. They are encouraged to approach teachers and seek assistance if any issues affect their attendance.

Kalianna School parents are committed to ensuring their child/children attend school on time every day when instruction is offered. They will communicate openly with the school and provide valid explanations for any absence. Parents will collaborate with the school to address attendance concerns and strive to schedule family holidays, appointments, and other activities outside of school hours.

Supporting and Promoting Attendance:

Kalianna School's Student Wellbeing and Engagement Policy supports student attendance. The school promotes student attendance through various initiatives such as breakfast clubs and other programs designed to support attendance.

Recording Attendance:

Kalianna School must record student attendance twice per day to meet legislative requirements and discharge its duty of care. Attendance will be recorded by classroom at 9:00 am and after lunch using Sentral software. If students are present at a school-approved activity, the teacher in charge of the activity will record them as being present.

Recording Absences:

Parents must provide an explanation for each absence where no exemption is in place. They should notify Kalianna School of absences by contacting reception for unplanned absences or informing the classroom teacher for planned absences. If a student is absent on a particular day, and the school has not been previously notified



by a parent, Kalianna School will promptly notify parents by SMS, push notification, email, or telephone, allowing time for the parent to respond.

Kalianna School will keep a record of the reasons provided for each absence. The principal will determine if the explanation is a reasonable excuse for the parent meeting their responsibilities under the Education Training Reform Act 2006 and the School Attendance Guidelines. Absences with reasonable excuses will be marked as 'excused,' while those without will be marked as 'unexcused.'

Managing Non-Attendance and Supporting Student Engagement:

When absences are of concern due to their nature or frequency, or if a student has been absent for more than three days, Kalianna School will collaborate with parents and other professionals (where appropriate) to develop strategies to improve attendance. These strategies may include establishing an Attendance Student Support Group, implementing Return to School Plans, Individual Education Plans, or Student Absence Learning Plans for extended absences.

Referral to School Attendance Officer:

If Kalianna School exhausts strategies for addressing a student's unsatisfactory attendance, it may refer the matter to a School Attendance Officer in the Loddon Mallee Regional Office for further action, following the School Attendance Guidelines.

For more information and resources

<https://www2.education.vic.gov.au/pal/attendance/policy>

Policy review and approval

Policy last reviewed	July 2023
Approved by	Principal
Next scheduled review date	July 2026