



# MARY IMMACULATE PRIMARY SCHOOL

## Student Attendance Policy

### Rationale:

In accordance with the *Part 2.1.1 of the Victorian Education Act 2006*, parents/guardians are required to ensure that their child attends school, during normal school hours every day of each term, unless:

- There is an explained absence such as illness, appointments, bereavement, family holidays etc.
- There is an approved exemption from school attendance or enrolment for the student
- The child is registered for home schooling and is only partially enrolled for particular activities.

### Aim:

- To maximise student learning opportunities by ensuring regular attendance and that absenteeism is kept to a minimum
- To articulate the school's processes for managing student absences

### Implementation:

- It is a legal requirement that the roll be taken twice per day. At Mary Immaculate School, student absences are recorded electronically by 9:10am and 2:30pm each day.
- The roll is recorded online using the NForma and NRoll Module and is automatically printed in the school office twice daily.
- All absences, including full day, half day, late arrivals and early departures, are recorded on NRoll. Late arrivals and early dismissals must be signed in/out at the office by a parent or guardian.
- Parents/guardians are responsible for contacting the School on the day of an absence to provide an explanation for their child's absence. This must be done prior to the commencement of the school day.
- Parents/guardians can notify the School regarding an absence by contacting the school office on (03) 9497 1827, via our FlexiBuzz App or emailing their child's classroom teacher or the school office:  
[vjovanovic@miivanhoe.catholic.edu.au](mailto:vjovanovic@miivanhoe.catholic.edu.au)
- If initial contact to the School regarding a student absence is by telephone, parents must also supply the School with a written explanation as soon as practicable. All notes from parents and caregivers are retained by the School for archiving at the end of each year.
- The School will follow the *Victorian Government's Attendance Guidelines* by:
  - Making immediate contact with parents/guardians, as soon as is practical, on the 'same day' of an unexplained absence. 'Unexplained Absences' are defined as a student's non-attendance at the school in which they are enrolled, where no notification or explanation for the absence has been provided by parents prior to the commencing of the school day.
  - Making all 'reasonable attempts' to identify the whereabouts and safety of all students who are absent



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- Requesting that parents/guardians provide a written explanation for all absences.
- Where an unexplained absence is identified, the School will:
  - Make all reasonable attempts to contact the parents/guardians that morning
  - Where no response is received by the parents/guardians that morning, a subsequent phone call will be made to seek an explanation
  - In the event that contact cannot be made with the parents/guardians, the school will attempt to communicate with emergency contact/s nominated on the student's file
  - **Where there is no response and there are concerns for the safety and welfare of the student, contact may be made with Victoria Police (000).**
- Parents will be notified when a child's attendance becomes irregular or is deemed to be concerning. Attendance is recorded on the student's report twice a year. Reports are archived in the student's file.
- Any teacher concerns regarding student absences will be reported to the Principal and then possibly to the appropriate welfare and government agencies.

## **Policy Review:**

Mary Immaculate Primary School's staff will regularly monitor and review the effectiveness of the School's, Student Attendance Policy and revise the Policy if necessary.

(March 2019)