

STUDENT ATTENDANCE POLICY

08/03/2017

1.0 CATHOLIC EDUCATION WODONGA VISION:

In Catholic Education Wodonga we believe that:

- Catholic education in Wodonga is a living expression of the dynamic and evolving tradition of the Church.
- Catholic schools exist as an integral part of the Church's mission in the world.
- Catholic schools exist as part of Parish and are intrinsically connected with each other.
- Children have a right to education in the faith, and we have a responsibility to provide places for those who seek a Catholic education to the best of our ability.
- Mutual respect, understanding and collaboration in the implementation of this policy are imperative.
- Children have the right to feel safe, be treated with respect and be protected from harm.

2.0 ST. AUGUSTINE'S IDENTITY STATEMENT:

St Augustine's Catholic learning community is based on St Augustine's call to be truly successful learners and creative individuals.

3.0 GRADUATE OUTCOMES:

St Augustine's endeavours to educate students who:

- are developing a spiritual connection and an understanding of their faith.
- are creative and engaged learners, taking risks and reflecting on their learning.
- have sound literacy and numeracy skills.
- are socially just, show compassion and have an awareness of environmental issues.
- display positive behaviours and strong social skills creating and maintaining meaningful relationships.
- are responsible global citizens who value and respect diversity.

4.0 RATIONALE

St. Augustine's Primary School encourages students to achieve to the best of their abilities. Therefore it is expected that all students take full advantage of their educational opportunities, including regular attendance, completion of all set work and consistently working to their full potential.

Students of school age (5 - 17 years) who reside 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 shared enrolment with a specialist setting, have received an exemption from the Regional Director or are enrolled in correspondence education.

5.0 AIMS

- To maximise learning opportunities by ensuring student absenteeism is kept to a minimum.
- To put into place agreed processes for managing student absences within the School.

6.0 IMPLEMENTATION

- All enrolled students are expected to attend all scheduled classes.
- Students must have a valid reason for not attending (these are outlined under Approved Absences)

- The official attendance roll is marked at the beginning and conclusion of each day. Class teachers mark their own rolls.
- Students absent from the beginning of day roll marking will be contacted by the school's office if the absenteeism is unnotified.
- Attendance data will be reviewed regularly by the Wellbeing Co-Ordinator and Deputy Principal.
- Parents/Guardians of absent students are required to provide authorisation either in person, writing, email or by phone, detailing the reason/s for their child's absence.
- Parents/guardians are expected to advise the School of any extended absence (e.g. family holiday), prior to the absence.
- Students who are recorded absent at morning or afternoon roll call will have a half day unapproved absence recorded, unless otherwise advised, which will count towards the yearly tally of unapproved absences.
- Once unapproved absences reach a total of 5 days for the year, the school will notify the parents.

Approved Absences include:

- Notification by phone, a signed note or an email by the parent/guardian explaining the reason for the absence (illness, family trauma, etc.)
- Family holidays (the School Office and classroom teacher should be informed of holidays in advance)
- School representative events.

Attendance Protocols:

St. Augustine's Primary School has a 24-hour phone number with an answering machine if the office is unattended. The number is (02) 60242711. When parents/guardians know their son or daughter will be absent from school, they should ring and:

1. Identify themselves as the parent/guardian of the student
2. Advise the name and Year Level of the student
3. Advise the reason for the absence and the expected length of the absence. (A follow-up note may be required.)

Students who leave the School for an approved appointment or activity must sign out and if the student returns, they must sign back in.

Teachers are to maintain accurate attendance records for their own class using the SIMON platform. Teachers are to monitor attendance and advise the Wellbeing Co-Ordinator, Deputy Principal or Principal if they have any concerns.

7.0 SUPPORTING DOCUMENTS

St. Augustine's Student Management Policy

<http://sawodonga.catholic.edu.au/download/policies-forms/StudentManagementPolicy08032017.pdf>

School Attendance Guidelines - Victorian State Government

<http://www.education.vic.gov.au/school/principals/participation/Pages/attendance.aspx>

Every Day Counts - Primary School Attendance - Victorian State Government

<http://www.education.vic.gov.au/Documents/school/parents/everydaycountsprimary.PDF>

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Next Review date: 08/03/2019