



# ATTENDANCE POLICY

## BOROONDARA PARK PRIMARY SCHOOL



### Help for non-English speakers

If you need help to understand the information in this policy please contact the main office on 9857 5157 or email at [Boroondara.park.ps@education.vic.gov.au](mailto:Boroondara.park.ps@education.vic.gov.au)

### RATIONALE

Boroondara Park Primary School (BPPS) acknowledges that in order for all children to succeed in education, and to ensure they do not fall behind both socially and developmentally, they must attend school regularly when the school is open for instruction. This recognition is in accordance with the Education and Training Reform Act 2006, which states that schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted by the DET. We support the belief that children develop habits of regular school attendance at an early age and young people who regularly attend school have better educational, health and employment outcomes across their lives.

### AIM

- To support students to attend school at all times by providing engaging, rich and highly motivational learning opportunities.
- To encourage students and their parents to make regular attendance common practice.

### IMPLEMENTATION

- The school provides supervision of students between the hours of 8:45 and 3:45.
- Instruction begins at 9:00 a.m. at which time students should be in class ready for instruction
- Instruction time finishes at 3:30 p.m.
- When children are experiencing difficulty in maintaining full-time attendance the school will offer professional support.
- Schools must record student attendance twice per day, first thing in the morning and at the start of the afternoon session, and record the reason given for each absence
- Parents/carers should advise the school of unexplained absences as soon as possible
- Schools should advise parents/carers promptly of unexplained absences of more than two days duration
- A student is considered to be in attendance at school when involved in an offsite curriculum program or other activity organised by the school (for example an excursion or camp)

### EXEMPTIONS

Students are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless:

- There is an approved exemption from school attendance for the student (e.g. in the event of ill health or child employment)
- The student is registered for home schooling by the DET and has only a partial enrolment in a school for particular activities

- The student is engaged in a re-engagement program or another school part time, including dual enrolment arrangements, to make up full time attendance and the schools or settings have agreed the time fractions, allocation of Student Resource Package (or other funding) and the educational plan for the student. Evaluation:

### **POLICY REVIEW AND APPROVAL**

This policy should be read in conjunction with student absences and late arrival memorandum (attached).