

ALICE MILLER ATTENDANCE POLICY

PURPOSE:

Students of school age (6-17 years) resident in Victoria are required to be in full time attendance at school unless they are receiving approved home tuition, have a shared enrolment with a specialist setting, have received exemption from the Regional Director or are enrolled in correspondence education.

AIMS:

To maximise learning opportunities by keeping student absenteeism to a minimum.
To put into place agreed processes for managing student absences within the school.

IMPLEMENTATION:

All enrolled students are expected to attend all scheduled classes.

The attendance roll is marked after the morning meeting and after the lunch break each day.

Attendance records are entered into the roll daily, ensuring the correct absent codes are used to explain absences.

Parents of absent students are required to phone, text or e-mail the school explaining the reasons for their child's absence.

The Business Manager (Candlebark) or Receptionist (Alice Miller) must bring to the attention of the Principal or Head of Campus any student whose attendance is irregular, who does not adequately explain absences, or whose absences appear unwarranted.

Ongoing truancy issues will be reported to the government agencies by the Principal or Head of Campus.

STUDENT RESPONSIBILITIES:

To attend all classes.

To inform teachers of known extended absences and seek information about work missed.

TEACHER RESPONSIBILITIES:

To accurately mark class rolls twice a day at the stipulated times.

To ensure correct codes are entered for explained and unexplained late arrivals and absenteeism.

To follow up consistent lateness

To show concern for students who are absent – ask them where they were and supply any work missed.

Ask the Business Manager (Candlebark) or Receptionist (Alice Miller) to make follow up phone calls to parents where appropriate.

To monitor weekly attendance and absence reports.

ADMINISTRATION RESPONSIBILITIES:

To generate and maintain rolls

To accurately enter roll data on a weekly basis into the SAS program.
To monitor student attendance data.
To record verbal phone messages and pass them on to teachers.

PRINCIPAL RESPONSIBILITIES:

To oversee and support teachers, students and parents in the implementation of attendance procedures and policies.
To educate students, parents and the community that attendance at school, whenever it is possible, is mandatory
To follow up students who are at risk of lack of attendance or who are continuously late arrivals.
To support parents in whatever strategy and assistance they may require.

Revised January 2018

Next Revision January 2020