

# Attendance Policy

---

**Purpose:**

To clearly state requirements for student attendance at school and the monitoring processes which enable the school to meet its regulatory requirements.

---

**Scope:**

Parents/Carers/Guardians of enrolled or prospective students, Mentors

---

**Implemented by:**

Principal, Administration & Mentors

---

**Approved by:**

PIVS Board

---

**Communicated  
Via:**

PIVS website, Enrolment Agreement, PIVS Policy Folder

---

**Review:**

Every three years or as legislative changes arise or improvements are identified

---

## Overview

There is a direct correlation between a student's attendance at school and their educational outcomes. PIVS places a high importance on students and families actively managing their school attendance to achieve the minimum expected level of 80%.

Students enrolled at PIVS are expected to attend school each day on which their school program is in operation. There are however likely to be some days throughout the year that students are unable to attend school e.g. illness, health appointments, family bereavements. These circumstances are important, and time should be taken to attend to them.

Monitoring of school attendance enables compliance with government requirements and reporting, early identification of children at risk of wellbeing concerns linked to non-attendance or ongoing late-arrivals, and those that are falling below the school's minimum attendance level and therefore putting their enrolment at risk.

### Parents/guardians are responsible for:

- Ensuring their child(ren) attends school at all times when the school is open, including remotely (where relevant).
- Providing an explanation before or on a day of absence by phone or email, for each occasion that the child is absent.

### Mentors are responsible for:

- Building respectful relationships with students to secure their trust.
- Actively engaging students in their learning and development.
- Creating safe, supportive learning environments where all students experience success through active participation and engagement in purposeful learning. This includes creating a learning environment that respects and values diverse cultures and identities and characteristics.
- Checking the students' attendance in the morning and afternoon and marking the roll in the school's Student Management System with the correct codes for explained and unexplained late arrivals/early departures and absenteeism.
- Advising Administration of any unexplained absences on the day, so families can be contacted.
- Raising any student attendance (including lateness) concerns with the Principal.
- Being aware of early warning signs of disengagement such as:
  - frequently leaving school early or arriving late
  - being absent from classes or failing to engage in specific areas of the school program
  - ongoing or unresolved issues with staff or other students
  - social and emotional challenges and chronic health conditions
  - issues within the family home or familial relationships

### Administrative Team is responsible for:

- Ensuring all parent contact details remain current and accessible to Mentors via a Community Directory and the school student management system.
- Providing attendance reports to the Principal at the end of each cycle.

### The school is responsible for:

- Following-up unexplained absences on the same day for all students.
- Maintaining an enrolment register that is accurate, up-to-date and contains the information required by the VRQA Minimum Standards for School Registration. The enrolment register determines those students for whom attendance must be registered and monitored on each school day.

- Reporting on attendance in the Annual Report.
- Retaining student enrolment and attendance records for seven years after the end of the school year in which the last entry was made.
- Using the enrolment and attendance records for the Australian Government non-government school's census.
- Documenting outcomes of discussions regarding children with excessive absences or lateness in the school's Student Management System.

### The Principal is responsible for:

- Following the school's Attendance Pathway which includes meeting with parents, developing an attendance plan, and monitoring the effectiveness of this plan for any students with an ongoing concern relating to attendance or consistent lateness.
- Monitoring the attendance levels of students to identify any students who are attending at a level below the minimum acceptable level.
- Contacting parents to advise them of their child's attendance level and the school's expectations in relation to minimum attendance levels.
- Developing a school culture in which attendance is given high priority.
- Creating opportunities to regularly check in with all students on their engagement, attendance, and general wellbeing.
- Providing support and reasonable adjustments or modifications for students and families to assist with improving engagement and meeting attendance requirements.
- Ensuring school attendance data is regularly monitored and analysed to identify student absence patterns on a school, class, and individual basis.
- At step 3 in the attendance pathway (below), advise Board of a de-identified concern about a student's attendance.

### Remote / Home Based Learning

Remote or Home Based Learning may arise out of government or health based directives, as directed by the Principal, or as agreed between an individual family and the Principal in specific circumstances.

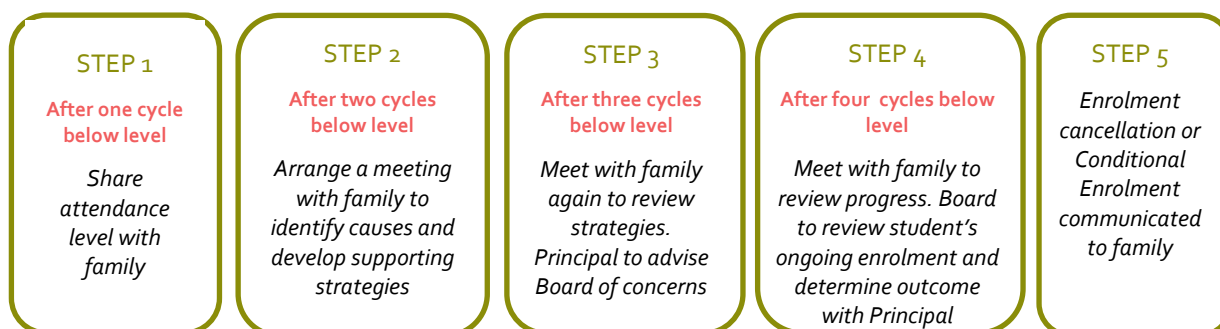
The School may use a range of mechanisms to determine if students are attending in remote learning contexts, including through the student's engagement with the school's learning platform, through teachers' direct interactions with the student and through the student's submission of work.

### Extended Family Holidays

In the case of families taking extended holidays during school cycles, a student's attendance will be quarantined to the periods on either side of their absence from school. In these circumstances, a student must achieve a minimum enrolment of 80% for all periods on either side of the holiday, with all absences being counted.

## Attendance Pathway

The minimum attendance rate is 80%. Students that don't maintain the minimum attendance rate will be placed on the Attendance Pathway, which involves the following steps:



## Related Documentation and Policies

- Concerns and Complaints Policy
- Parent Handbook
- Education and Training Reform Act 2006 (Vic)
- Australian Education Regulation 2013
- Enrolment Agreement
- Enrolment Policy