

Attendance Policy

Review: 2026

Rationale

The *Education Act 1958* states that children of school age (six to fifteen years) residing 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, correspondence education, or have been granted an exemption by the Regional Director. Education is a sequential process. Absences often mean students miss important stages in the development of concepts.

All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.

1. Aim

To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary absences.

2. Implementation

Moorabbin Primary School will monitor student attendance in the following ways:

- o Parents of children who are not present at roll call in the morning, and where there is no explanation for the absence, will be sent a text message at 10.00am (via the Compass portal), advising them of their child's absence and asking them to contact the school to explain why the child is not at school.
- o If no response from parent, the day of the text, the absence is followed up by teacher / office staff by phone call / letter.
- o Ensure Parents/Guardians understand they should have reasonable grounds for absences: for example, illness is a reasonable explanation for an absence, whereas shopping excursions or birthday parties are not.
- o Communicate regularly with parents to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- o Inform parents that they are required to provide an explanation via the Compass portal as to why their child is absent
- o The Principal is required to ensure that attendance records are maintained and monitored at school.
- o Record all student attendance and absences in both the morning and the afternoon by teachers, which are then aggregated on our CASES database and communicated to the Department of Education; as enrolment auditors may seek student attendance records.
- o The Principal is required to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.

- o The Principal or nominee will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.
- o Investigate ongoing unexplained absences, which will result in a formal attendance conference being organised. Unresolved attendance issues will be reported by the Principal to the Department of Human Services.
- o Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the annual report.

3. Evaluation

This policy will be reviewed every four years according to the policy review structure implemented by the Education Committee.

4. Resources

- o DET website :
<https://www.education.vic.gov.au/PAL/schools-guide-to-attendance.pdf>
- o <https://www2.education.vic.gov.au/pal/attendance/policy>