



Elwood Primary School No 3942

Scott Street, Elwood 3184 Telephone 9531 2762 Fax 9531 5497

Attendance

PURPOSE

To ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction.

BROAD GUIDELINES

In accordance with the *Education and Training Reform Act 2006*, schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted.

Parents/guardians must enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction.

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 or attendance and enrolment for the student, or
- the student is registered for home schooling and has only a partial enrolment in a school for particular activities.

A principal or regional director (depending on the circumstances) may authorise an exemption and provide written approval for student attendance or attendance and enrolment to be exempt or reduced to less than full time.

For absences where there is no exemption in place, the parent/guardian must promptly provide an explanation on each occasion to the school. The school will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the *Education and Training Reform Act 2006*.

Schools must maintain attendance records, identify and follow up unexplained absences, and develop policies to support and maintain attendance.

For full details, see: [School Attendance Guidelines \(docx - 148.04kb\)](#)

IMPLEMENTATION

Schools must record student attendance twice per day in primary schools and in every class in secondary schools and record, in writing, the reason given for each absence. This is necessary to:

- meet legislative requirements

- discharge schools' duty of care for all students
- assist calculation of the school's funding
- enable school councils to report on student attendance annually
- meet Victorian Curriculum and Assessment Authority (VCAA) requirements (for VCE students).

All registered schools must ensure their system for recording student attendance meets the requirements above. Government schools must use only CASES21, eCASES21 or third party software which is compatible with CASES21 to record student attendance. Schools using third party software are required to import attendance data into CASES21 on a monthly basis. Schools that do not have current attendance data recorded in CASES21 will receive regular email notifications reminding them to import their data. Parents/guardians are required to provide an explanation for their child's absence from school, and a principal must record in writing the reason (if any) given by the parent/guardian.

Schools must advise parents/guardians of unexplained absences, on the same day, as soon as practicable, including for post-compulsory aged students.

Additionally schools enrolling international students are required to effectively monitor student attendance and implement a documented intervention strategy where attendance is at risk of failing to meet the minimum Student Visa requirement (attendance of a minimum 80% of the scheduled course contact hours during each study period). See: *ISP Quality Standards and School Resources* under [Department resources](#)

RESOURCES

Education and Training Reform Act 2006

[ISP Quality Standards and School Resources](#) - see: International Student Program Quality Standards for Schools, Quality Standard 11 - Monitoring attendance

POLICY HISTORY

Version Approval Date:	Summary of changes:	Next Review:
February, 2018	Policy Created, council approved	3 year cycle or as needed
February, 2021	Amendments made by Sub Committee, School Council	3 year cycle or as needed