



# Attendance Policy

St Carlo Borromeo Primary School

## Rationale:

Daily attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally:

- School participation maximises life opportunities for children and young people by providing them with education and support networks.
- School helps children to develop important skills, knowledge and values that set them up for further learning and participation in their community.
- School helps them to make the most of life opportunities.
- Children and young people who regularly attend school and complete Year 12, or an equivalent qualification, have:
  - Better health outcomes
  - Better employment outcomes
  - Higher incomes across their lives.

Research confirms there is a strong link between poor attendance and adverse student outcomes like:

- Early school leaving
- Poverty
- Substance use
- Unemployment
- Negative health outcomes.
- 

Regular absences from school may also be a critical indicator of disengagement, leading to adverse outcomes. It is an easily observable warning sign.

Early identification and intervention is critical in addressing problematic attendance issues and possible student disengagement from school.

**A child missing one day a fortnight will miss four weeks in a year, and more than a year of school by Year 10. It is important that children develop regular attendance habits at an early age.**

Promoting school attendance, building a positive school climate, monitoring attendance and supporting students and families to address barriers that influence it are all key elements in helping students to attend school every day and maximise their educational achievement.

Students of school age residence 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 or are enrolled in correspondence education. Monitoring of school attendance enables identification of students at risk, as does the early intervention strategies.

To ensure that St Carlo Borromeo School complies with regulations as set by the **VICTORIAN REGISTRATION AND QUALIFICATIONS AUTHORITY** to record student attendance, we use an Electronic Roll. This policy ensures that all staff members are informed of the correct procedures.

The school supports the Child Safe Policy ensuring student safety is paramount.

### **Shared Beliefs:**

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school.

- Students need to attend school regularly in order to participate fully and gain maximum benefit from schooling.
- Regular and on time attendance enables students to access a full education enabling them to reach their full potential.
- Successful students are well organised and start the day on time.
- Communication and implementation of strategies can improve school attendance.
- The recording of student attendance needs to be accurate and up to date.
- Data collected gives valuable information regarding individual students and the overall attendance patterns.
- It is a valuable tool when reporting to parents.

### **Implementation of the policy:**

The following guidelines are to assist in the implementation of the policy –

- All teachers mark the attendance roll at 9:00am and before 2:30 pm each day.
- Attendance and absence records form part of the students school report.
- Parents of absent students are required to notify the school via Skool Bag App, detailing the reason for the absence. These are printed and kept.
- Admin Staff authorise SMS notification through attendance reporting system.
- If Skool Bag App not actioned, Admin Staff will phone parents on the day, if there is no explained absence.
- Students are marked late if they enter the school office from 9:00am sharp.
- Parents are required to sign their child/children who are late on the electronic VPASS and provide them with a late pass to hand to their teacher.

Ongoing unexplained absences or lack of cooperation regarding student attendance may result in a formal conference being organised. Unresolved attendance issues may be referred to D.H.H.S.