

TRUANCY

POLICY

Rationale:

- Students of school age (six to seventeen years) resident 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, have a shared enrolment with a specialist setting, have received exemption from the Regional Director (Schools) or are enrolled in correspondence education.

Aims:

- To maximise learning opportunities by ensuring absenteeism of students is kept to a minimum.
- To put into place agreed processes for managing truancy within the school.

Implementation:

- All enrolled students are expected to attend all of each school day, unless reasonable grounds exist that justify their absence.
- Class teachers will mark the attendance roll at 9:30am and 2:00pm each day using eCASES.
- Attendance and absence records will form part of each child's half-year and end of year progress reports to parents.
- Parents of absent students are required to provide a written note, detailing the reason/s for absence. These notes are to be retained in each student's personal file.
- Staff members are to bring to the attention of the Assistant Principal any student/s whose attendance is irregular, any students who do not provide written notes adequately explaining absences, or whose absences appear unwarranted.
- The Assistant Principal will, after consulting with the teacher, attendance records and the student, decide upon a strategy to be employed. As truancy is often indicative of other problems including engagement and family issues, the support strategies employed by the Assistant Principal will be determined on a case-by-case basis. However, they may include:
 - Initial telephone contact with parents
 - Counselling sessions for parents and/or students
 - Home visits (care needs to be taken to ensure the safety of visitor/s – see principal)
 - Formation of a support group including outside support agencies if appropriate
 - School attendance as a prerequisite to extra-curricular activities
- Ongoing truancy issues will be reported by the principal to the appropriate welfare and government agencies.
- From time to time the School Council will be activated to respond to issues of absenteeism or truancy of the general student population – not individual families.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council in....

March 2015