

# ATTENDANCE INFORMATION FOR PARENTS & GUARDIANS

Going to school every day is the single most important part of your child's education. Students learn new things at school every day. We want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day. There is no safe number of days for missing school, each day a student misses puts them behind, and affects their educational outcomes.

## SCHOOL SUPPORT

The school has a wellbeing team who can support you and your child to ensure they attend school on time every day.

## NOTIFYING THE SCHOOL ABSENCE

School attendance is mandated under the *Education Training and Reform Act 2006*. It is the responsibility of parents/ carers to ensure their child regularly attends school.

- Parents must contact the school to provide a reason for absence prior to or on the morning of the day of absences. **This should be done via the Compass Parent Portal. Only call the school if you are unable to access Compass. School absence line Ph:9787 6611 - Press 1 to report an absence.**
- The school will contact you at 9.30am via SMS if a student's absence is unexplained. Parents will be expected to update the absence on Compass with an explanation
- If your child is late (after 9.05am), they must be signed in at the office, by a parent/guardian
- Children who are to be collected early must be signed out at the office and the administration officer will call to the class

## ACCEPTABLE REASONS FOR AN ABSENCE

The main reasons for absence are:

- Medical and dental appointments, where out of hours appointments are not possible or appropriate
- Bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- School refusal, if a plan is in place with the parent to address causes and support the student's return to school
- Cultural observance if the parent/carer notifies the school in advance

## FAMILY HOLIDAYS

It's vital that holidays are planned during school holidays and not during the term. Any holidays during school time must be approved by the principal in advance. Please put all holiday requests of 5 days or more in writing to the principal and email to [mount.eliza.north.ps@education.vic.gov.au](mailto:mount.eliza.north.ps@education.vic.gov.au)

Once approval has been given, the classroom teacher will send home a Learning Plan for your child.

## WHAT ARE UNEXPLAINED OR UNAPPROVED ABSENCES?

The principal will approve or not approve any absence on a case-by-case basis.

The teacher will record an absence as '**unexplained**' if no explanation about the absence is given to the school. Unacceptable reasons for allowing a child to stay home from school, include completing adult duties such as child-minding and interpreting, keeping an adult company, tutoring, visiting friends and relatives, holidays, sports lessons, shopping trips and birthdays.

A letter informing the principal of any ongoing absence is required. eg. Elite Sporting programs, etc.

## ONGOING ATTENDANCE CONCERN

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, we will request a Student Support Group Meeting (SSG) to provide support and devise an action plan. In extreme cases of absenteeism, a referral will be made to the Attendance Officer.

## DEPARTMENT GUIDELINES

For more information and resources relating to attendance please visit:

<https://www2.education.vic.gov.au/pal/attendance/guidance>

**REMEMBER, EVERY DAY COUNTS.**

**IF YOUR CHILD MUST MISS SCHOOL, PLEASE ADVISE THE SCHOOL AS EARLY AS POSSIBLE**