



Aurora School

ATTENDANCE POLICY

DET POLICY 20/4/2022

Purpose of this policy

The purpose of this policy is 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
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures Example School has in place to
 - support, monitor and maintain student attendance
 - record, monitor and follow up student absences.

SCOPE

This policy applies to all students at Aurora School.

This policy should be read in conjunction with the Department of Education and Training's [School Attendance Guidelines](#). It does not replace or change the obligations of Aurora School, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

DEFINITION

Parent – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

Prerequisite policies

- [Admission](#)
- [Enrolment](#)

Policy

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not 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 people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend Aurora School during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in Example School, or
- the student is registered for home schooling and has only a partial enrolment in Aurora School for particular days of the week.

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.

Aurora School believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.



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Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their families to improve their attendance through a range of interventions and supports.

Aurora School parents are committed to ensuring their child/children attend school on time every day when instruction is offered, to communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with the relevant staff at Aurora School about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation (via Compass, phone call or seesaw notification) for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

Supporting and promoting attendance

Aurora School's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance by:

- providing access to DET transport
- supporting families with breakfast club

Recording attendance

Aurora School must record student attendance twice per day. This is necessary to:

- meet legislative requirements
- discharge Aurora School's duty of care for all students

Attendance will be recorded by room teachers at the beginning of the day (prior to 10am) via Compass.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

Recording absences

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify Aurora School of absences by:

- adding it via compass
- contacting the school administration
- messaging the room teacher.

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, Aurora School will notify parents by telephone call or seesaw message. Aurora School will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

Aurora School will keep a record of the reason given for each absence. The Principal will determine if the explanation provided is a **reasonable excuse** for the purposes of the parent meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

If Aurora School considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**excused absence**'.



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If the school determines that no reasonable excuse has been provided, the absence will be marked as **'unexcused absence'**.

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally excuse:

- 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 where the parent notifies the school in advance

If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Parents will be notified if an absence has not been excused.

Managing non-attendance and supporting student engagement

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Aurora School will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group
- implementing an Individual Education Plan
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from relevant Allied Health and School Leaders.

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website (or insert other online parent/carer/student communication method)
- Included in staff induction processes
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings
- Included in transition and enrolment packs
- Discussed at parent information nights/sessions
- Reminders in our school newsletter
- Hard copy available from school administration upon request

This is a DET policy and was last updated by DET on 20/04/2022