



## Milawa PRIMARY SCHOOL

### TRUANCY POLICY

Approved: 2012

Review: 2015

#### **Rationale:**

- Students of primary school age 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.
- To develop consistency in punctuality.

#### **Implementation:**

- All enrolled students are expected to attend all of each school day.
- Class teachers will mark the attendance roll at 9:00am and 1:10pm each day.
- Attendance records will be entered into CASES21 at least monthly.
- 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.
- Verbal explanation by a parent is required if the child is late.
- Staff members are to bring to the attention of the 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 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 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
- School attendance as a prerequisite to extra-curricular activities
- Attendance rewards
- Awards for regular attendance and punctuality will be a regular feature of whole school assemblies.
- Ongoing truancy issues will be reported by the principal to the appropriate welfare and government agencies.

**Evaluation:**

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

Ref: SOTF Reference Manual: 4.1.6 - School Attendance; Student Attendance Guidelines 1997;  
Keeping Kids at School-Issues in Student Attendance