

Truancy Policy 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.

Reference

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