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# Attendance Policy

## Purpose

To state student attendance requirements at the school and the monitoring processes which enables the school to meet its regulatory requirements.

## Scope

To provide information to parents and teachers about the management of student attendance.

Fernbrook School believes that school attendance is essential for achieving learning outcomes and wellbeing, and students are expected to attend school each day on which the school is open. Monitoring of school attendance enables compliance with government requirements and reporting, as well as the early identification of children at academic risk from non-attendance.

This policy sets the framework in place for monitoring of school attendance, and enables compliance with government requirements and reporting as well as the early identification of children at academic risk or with wellbeing concerns from non-attendance.

## **Parents/guardians are responsible for:**

- ensuring their child(ren) attends school at all times when the school is open.
- providing an explanation on each occasion that the child is absent during normal school hours to the school as soon as is practical by phone, via Sentral or email.

## Teachers are responsible for:

- checking the students' attendance in the morning and afternoon and marking the roll in the Student Management System.
- raising any student attendance (including lateness) issues with the Principal.
- ensure checklists are completed for new and exiting enrolments to ensure accurate records including the enrolment register are maintained

## Administration staff are responsible for:

- contacting the parent/guardian on the day of an absence if the child is absent and no contact has been made by the parent/guardian.
- maintaining an enrolment register that is accurate, up-to-date and contains the information required by the VRQA Minimum Standards. The enrolment register determines those students for whom attendance must be registered and monitored on each school day.
- retaining student enrolment and attendance records for seven years after the end of the school year in which the last entry was made.
- using the enrolment and attendance records for the Australian Government non-government schools STATS and census

## Principal is responsible for:

- reporting on attendance in the Annual Report.
- documenting outcomes of discussions regarding children with excessive absences or lateness in the school's Student Management System.
- ensuring school attendance data is regularly monitored and analysed to identify student absence patterns on a school, class and individual basis.
- identifying any patterns of poor attendance, persistent absenteeism and school refusal.
- arranging a meeting with the parents to develop strategies if the attendance level is of an ongoing concern or there is consistent lateness.
- developing a school culture in which attendance is given high priority.

### *Related Resources & Policies*

- Parent Handbook
- Concerns and Complaints Policy
- Enrolment Agreement
- Enrolment checklists for new and exiting enrolments
- Sentral

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Implemented by: The Principal

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