



## **JAMES COOK PRIMARY SCHOOL COUNCIL** **ENROLMENT & ATTENDANCE POLICY AND IMPLEMENTATION**

### **Rationale:**

Parents/guardians must enrol a child of compulsory school-age at a school and ensure the child attends school at all times when the school is open for instruction or seek enrolment for other approved tuition.

Students are expected to attend the school in which they are enrolled during normal school hours every day of each term. A Principal or Regional Director may authorise an exemption and provide written approval for student attendance to be exempt or reduced to less than full time.

For absences where there is no exemption in place, the parent/guardian must provide an explanation on each occasion and the school will determine if the explanation provided is reasonable for the purpose of the parent meeting their responsibilities under the *Education and Training Reform Act 2006*.

Schools must maintain attendance records and develop policies to support and maintain attendance.

Exemptions from school attendance may be granted in some circumstances. All applications for exemptions are considered on a case by case basis, with the child's best interests as the guiding principle for decision-making. In making a decision the potential benefits or negative consequences of granting the exemption to the child's educational progress, wellbeing and development are also considered.

### **Purpose:**

- To ensure students of school age are enrolled and attend every day the school is open for instruction.
- To ensure James Cook Primary School complies with DET policy and guidelines and the legislative requirements of the *Education and Training Reform Act 2006*.
- To discharge the school's duty of care for all students.
- To assist in the calculation of the school's Student Resource Package (SRP) funding  
To enable the school to report on attendance through the Annual Report to the School Community.

### **Implementation:**

- Students are expected to attend school every day during normal school hours unless there is an approved exemption.
- The school will record attendance and absences at least half-daily. This will be via an electronic roll marking system.
- The school will use CASES21 to record student attendance.
- Parents/guardians are required to provide an explanation for their child's absence from school.
- The school will record in writing the reason (if any) given by the parent/guardian.
- The school will use, "It's not OK to be away" or similar strategies to encourage regular, timely and punctual attendance.
- The school will follow-up with families when unexplained absences remain after 9.10am daily.
- Poor or irregular attendance, particularly unexplained attendance will be addressed by the Leadership Team of the school.
- The school will develop strategies to support families encountering difficult circumstances resulting in poor or irregular student attendance.
- A student's absences will be documented on their student report card.
- Late arrival students must enter via the administration area to be signed in by a parent/guardian.
- A student's late arrivals will be recorded on their Student Report Card.
- Please refer also to the school's *Student Engagement Policy, Reporting to Parents Policy, Annual Report to the School Community Policy* and the *Duty of Care Policy*.
- Please refer also to DET's webpage below regarding exemption from attendance.

Reference: [www.education.vic.gov.au/school/principals/spag/participation/pages/attendance.aspx](http://www.education.vic.gov.au/school/principals/spag/participation/pages/attendance.aspx)

### **Evaluation:**

This policy will be reviewed every three years, or in line with any DET mandates should they occur prior.