



# Bayswater North Primary School

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T: 9729 1744 E: bayswater.north.ps@education.vic.gov.au W: bayswaternorth.vic.edu.au

## ATTENDANCE



### Help for non-English speakers

If you need help to understand the information in this policy please contact Bayswater North Primary School.

### PURPOSE

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 Bayswater North Primary 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 Bayswater North Primary 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.

### POLICY

Schooling is compulsory for children and young people aged from 5 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.

## Supporting and promoting attendance

Bayswater North Primary School's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance by offering the following engagement opportunities and supports:

Weekly Breakfast Club

Weekly Art Club

Weekly Choir and Music Groups

Weekly inside and outside games opportunities

School chaplaincy program

Termly whole school special days and events

Senior interschool sport programs

## Recording attendance

Bayswater North Primary School must record student attendance twice per day. This is necessary to:

- meet legislative requirements.
- discharge Bayswater North's duty of care for all students.

Attendance will be recorded by the Classroom teacher or relevant Specialist Teacher at 9am (start of the school day) and 2:30 pm after lunch, using 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 Bayswater North Primary School of absences by:

- Contacting the office if it is an unplanned absence, informing the classroom teacher if it is a planned absence
- Entering the absence on the Compass parent portal

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, Bayswater North Primary School will notify parents through Compass. Bayswater North Primary 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.

If contact cannot be made with the parent (due to incorrect contact details), the school will attempt to contact any emergency contact/s nominated on the student's file held by the school, where possible, on the day of the unexplained absence.

Bayswater North Primary 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 Bayswater North Primary School considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**explained absence**'.

If the school determines that no reasonable excuse has been provided, the absence will be marked as **‘unexplained 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

## COMMUNICATION

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

## MORE INFORMATION AND RESOURCES

- The Department’s Policy and Advisory Library (PAL): [Attendance](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	June 2024
Approved by	Principal
Next scheduled review date	June 2027