



OSBORNE PRIMARY SCHOOL 2655

ATTENDANCE POLICY - PARENTS

Rationale:

EVERYDAY COUNTS

LEARNING STARTS AT 9AM

ATTEND TODAY ACHIEVE TOMORROW

LET US KNOW IF YOUR CHILD IS AWAY

WORKING TOGETHER = SUCCESS

Going to school every day is the single most important part of your child's education. Students learn new things at school every day. We want our students to get a great education and the building blocks for a great education begin with students coming to school each and every day for the FULL school day starting at 9am and ending at 3:15pm.

School Supports

Osborne has a designated wellbeing Assistant Principal, a Wellbeing Team, a Primary Welfare Officer (PWO), access to Department of Education Support Staff (Psychologist, Social Worker, Speech Pathologist) and other resources and supports you and your child to ensure they attend school on time every day.

Notifying the school of an absence

School attendance is mandated under the *Education Training and Reform Act 2006*. It is the responsibility of parents/ carers to ensure their child regularly attends school.

Parents must contact the school to provide an explanation on the day of the student absence through COMPASS or by phone. The school will inform you via an SMS to seek a reason for the absence if none has been received.

If no contact can be made with you or your emergency contacts, the absence will be recorded as an unexplained absence. You can contact the classroom teacher at any time for a discussion about your child's absence.

Acceptable reasons for an absence

The main reasons for absence are:

Illness

We understand that at times your child may become unwell. It is vital that they are only away on the days they are genuinely sick, and setting good sleep patterns, eating well and exercising regularly can make a big difference to the amount and severity of illness they experience.

Family Holidays

It is vital that holidays are planned during school holidays and not during the term. The Principal must approve in advance, any holidays taken during school time. An application form will be provided by the classroom teacher or at the administration office. This form will need to be submitted to the Principal for her/him to give approval for the absence.

What are unexplained or unapproved absences?

The principal will approve or not approve any absence on a case-by-case basis.

The teacher will record an absence as ‘**unexplained**’ if no explanation about the absence is given to the school.

Unacceptable reasons for allowing a child to stay home from school include: completing adult duties such as child-minding and interpreting, keeping an adult company, visiting friends and relatives, shopping trips and birthdays.

Remember, every day counts. If your child must miss school, speak with your classroom teacher as early as possible and other learning supports may be arranged.

Department Guidelines

For more information and resources relating to attendance please visit:

www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx

EVALUATION:

This policy will be reviewed as part of the school’s three year review process.

Approval Authority Signature	School Council President: _____ Date: _____
Review Date	2022
This Policy was ratified by School Council on August 2018	