



INSPIRE  
CHALLENGE  
SUPPORT  
MAKE A DIFFERENCE



## ATTENDANCE



### Help for non-English speakers.

If you need help to understand the information in this policy please contact  
Mansfield Primary School, 03 5775 2325

### 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 Mansfield 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 Mansfield 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 6 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.

School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend Mansfield Primary School during normal school hours every day of each term unless:

- there is an approved exemption from school attendance for the student
- the student has a dual enrolment with another school and has only a partial enrolment in Example School, or
- the student is registered for home schooling and has only a partial enrolment in Mansfield Primary School for particular activities.

Both schools and parents have an important role to play in supporting students to attend school every day.

Mansfield Primary School believes all students should attend school all day, every day when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.

Our school will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.

Students are committed to attending school every day, arriving on time and are prepared to learn. Our students are encouraged approach a teacher and seek assistance if there are any issues that are affecting their attendance.

Mansfield Primary School parents are committed to ensuring their child/children attend school on time every day when instruction is offered, to communicating openly with the school and providing valid explanations for any absence.

Parents will communicate with the relevant staff at Mansfield Primary School about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

### **Supporting and promoting attendance**

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

Our school also promotes student attendance by: Newsletter Termly, Learning Continuity Plans, Attendance data monitoring, communication processes for students at risk.

### **Recording attendance**

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

- meet legislative requirements
- discharge Mansfield Primary School's duty of care for all students

Attendance will be recorded by classroom teacher at the start of the school day and 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 Mansfield Primary School of absences by:

- submitting absence details via the Audiri App, if unable, phone reception.
- Note, future absence notification will be occur through the parent portal on Compass and this will be our primary means for parents to record student absence.

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, Mansfield Primary School will notify parents by SMS/push notification message email. Mansfield 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 make contact with any emergency contact/s nominated on the student's file held by the school, where possible, on the day of the unexplained absence.

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

If the school determines that no reasonable excuse has been provided, the absence will be marked as '**unexcused 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, further guidelines can be found in **Appendix i**.

If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Parents will be notified if an absence has not been excused.

### Managing non-attendance and supporting student engagement

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Mansfield Primary School will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group
- implementing a Return to School Plan
- implementing an Individual Education Plan
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from relevant student wellbeing staff

We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required.

## Referral to School Attendance Officer

If Mansfield Primary School decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the NEVR Regional Office for further action.

If, from multiple attempts to contact with a parent, it becomes apparent that a student will not be returning to the school, the Principal may make a referral to a School Attendance Officer if:

- the student has been absent from school on at least five full days in the previous 12 months where:
  - the parent has not provided a reasonable excuse for these absences; and
  - measures to improve the student's attendance have been undertaken and have been unsuccessful
- the student's whereabouts are unknown and:
  - the student has been absent for 10 consecutive school days; or
  - no alternative education destination can be found for the student.

## COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff handbook/manual
- Discussed at annual staff briefings/meetings as needed
- 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	July 2024
Consultation	School Council
Approved by	Principal
Next scheduled review date	July 2028

## APPENDIX I

### Guidelines and Processes for an Extended Family Holiday.

A Family Holiday is classified anything over 10 consecutive days. For this to be recorded as an approved absence Mansfield Primary School needs to be notified at least 2 weeks in advance and an extended absence plan need to be created. If notification is not made this will result in the absence being recorded as unapproved.

The follow process will occur for Extended Family Holidays:

1. Families need to notify the school at least 14 days in advance. Notification needs to be made either in person at the front office or via email to [mansfield.ps@education.vic.gov.au](mailto:mansfield.ps@education.vic.gov.au).
2. You will be informed of the next steps, which are as follows:
  - A meeting between, parents and carers, classroom teachers and a member of Principal Class will be arranged if needed. The focus of this meeting will be to discuss the Extended Absence plan, the expectations and content that it is likely to include.
  - Teachers will complete the plan.
  - Principal Class will review and endorse the plan.
  - Teachers will contact parents to discuss the plan further if needed and arrange a time for any resources to be collected.

**Please Note:** An extended absence plan is not Remote Learning; they are designed to support and maintain what has been learnt and won't include any new learning. As it is Parents and Carers choice to remove students for extended period during school time, it is not an expectation of teachers to create a plan that aligns with regular schooling and regularly check in with work that has been completed.