Koonwarra Village School

Attendance Policy

Purpose:	To state student attendance requirements at the school and the monitoring processes which enable the school to meet its regulatory requirements.
Scope:	To provide information to parents and mentors about the management of student attendance.
Implemented by:	School Principal & Key Mentors
Approved by:	KVS Board
Reviewed by:	Every three years or as legislative changes arise or improvements are identified.
Communicated via:	School website, Staff Induction, Meetings and Handbook, Parent Handbook, Policies and Procedures Manual

Koonwarra Village School believes that school attendance is essential for achieving learning outcomes and wellbeing, and students are expected to attend school each day on which their school program is in operation. 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 out 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. This policy also covers periods of mandated remote learning as well as ongoing off-site learning days.

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, text or email.

Key Mentors are responsible for:

- checking the students' attendance in the morning and afternoon and marking the roll in the Student Management System with the correct codes for explained and unexplained late arrivals/early departures and absenteeism.
- sending a text message to the parent/guardian on the day of an absence if the child is absent and no contact has been made by the parent/guardian.
- raising any student attendance (including lateness) issues with the Principal

The school is responsible for:

- 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.
- Reporting on attendance in the Annual Report.
- 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 census
- Documenting outcomes of discussions regarding children with excessive absences or lateness in the school's Student Management System.

Principal is responsible for

- 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.

Remote / Home Based Learning

The School may use a range of mechanisms to determine if students are attending in remote learning contexts, including through the student's engagement with the school's learning platform, through teachers' direct interactions with the student and through the student's submission of work.

Related Resources & Policies

- Parent Handbook
- Concerns and Complaints Policy
- Enrolment Agreement