Attendance Policy

Last Review: Nov 2025 | **Next Review Date:** 2027 | **Ratified by SGS Board** 18th Dec 2025

Attendance Policy

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The Education Training and Reform Regulations 2017 (sch 4 cl 10) require that we must make provisions to:

- monitor the daily attendance of each student enrolled at the school;
- identify any absences of a student from school including classes;
- follow up any unexplained absences of a student from the school or classes;
- notify any parent or carers regarding a student's unsatisfactory school or class attendance; and
- record information regarding a student's unsatisfactory attendance at school or classes on their student file.

The Education Training and Reform Regulations 2017 (sch 4 cl 11) require that we must maintain a student attendance register in which the attendance at the school of any child of compulsory school age is noted at least twice a day, and any reason given or apparent for the absence of the child from the school is noted.

At Sidrah Gardens School, we believe that student success is determined by regular attendance at school. Students need to attend school regularly in order to participate fully and gain maximum benefit from their schooling. Regular attendance enables students to access a full education, enabling them to reach their full potential.

The purpose of this policy is to outline Sidrah Gardens School approach to managing and monitoring student attendance, in line with the *Education and Training Reform Act 2006 (Vic); Education and Training Reform Regulations 2017 and* the Minimum Standards for School Registration in Victoria. It supports the school's duty of care and commitment to student wellbeing, safety, and educational engagement. This policy applies to all students enrolled at the school, their parents or carers, and all staff responsible for monitoring, recording, and supporting student attendance. It encompasses all attendance-related matters during the school year, including daily attendance, partial and extended absences.

Implementation

To comply with Schedule 4, Clause 10 of the Education and Training Reform Regulations 2017, Sidrah Gardens School ensures that:

- The school will record attendance at least twice daily (for primary students) and in every scheduled class (for secondary students).
- Attendance is monitored and recorded separately for all off-site related school activities.
- A designated staff member is responsible for taking and reporting attendance at regular intervals.
- Where a student is marked absent without prior explanation, the school will notify the parent or carer as soon as practicable on the day of absence, and no later than the same day, via SMS, phone call, or email. This is to ensure the safety and wellbeing of the student and confirm that the student is accounted for.
- Attendance is a key indicator of student engagement, and teachers are encouraged to monitor and support students with declining attendance patterns.
- Attendance data is regularly reviewed by school leadership and included in student reports and parent-teacher discussions.
- The School maintains up-to-date contact details for all parents/carers.

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Authorised vs Unauthorised absences

At Sidrah Gardens School, we defines authorised absences as those due to illness, medical appointments, religious or cultural observance, or family bereavement, and requires written or verbal explanation from a parent/carer. Unauthorised absences are those not covered by reasonable grounds or via parent or carer notification.

Early identification and Intervention

Patterns of poor attendance or frequent unexplained absences will trigger a wellbeing and academic support response. The school will contact families to discuss concerns and may implement an Attendance Improvement Plan, in collaboration with the student and family.

Referrals to wellbeing staff or external support services may be made if attendance concerns are linked to health, family, or engagement issues.

Intervention may include:

- Contact with parents/carers and case meetings
- Student Support Group meetings
- Individual Attendance Improvement Plan
- Referral to external services (if needed)

Procedures

Daily Attendance Register

Sidrah Gardens School keeps a register of the daily attendance of all students at the school in electronic form. The register of daily attendance records the following information for each student:

- daily attendance;
- absences;
- reason for absence; and
- documentation to substantiate reason for absence.

Primary Students: Classroom teachers must mark the roll by 9am and again after lunch before 2pm. Any late arrivals or early departures are to be updated in the attendance system by the front office or supervising staff.

Secondary Students: Subject teachers must mark the roll for every period. Any inconsistencies (e.g. marked absent in one period but present in another) will be flagged for investigation by the School Administration staff. Any late arrivals or early departures are to be updated in the attendance system by the front office or supervising staff.

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Parent/carer responsibilities

- Parents/carers are encouraged to notify the school **before 9:00 am** on the day of a student's absence via phone, SMS, email or school app.
- For extended absences (e.g. holidays), parents/carers must notify the teacher in advance and complete the required form.

Late Arrival and Early Departure

- Students arriving after the designated start time must sign in at the front office, providing a reason and receiving a late pass before attending class.
- Students leaving early must be signed out by a parent/carer (or an authorised adult) with written or verbal permission recorded.

Where an unexplained absence is recorded (i.e. student is absent without explanation by 9:45am):

- The school will contact the parent/carer by SMS or phone no later than 10:30 am.
- If there is no response by midday, a second attempt will be made.
- If concerns arise regarding safety or welfare, this is to be escalated immediately to the Principal.
- Teachers are responsible for accurate roll marking and reporting absences.
- Attendance records, late arrivals are kept on student files accessible to authorised staff.
- The Deputy Principals (in consultation with the classroom teacher and Principal) are responsible for monitoring daily attendance reports and identifying patterns of concern.
- All information in relation to any matters of unsatisfactory attendance is recorded on the student's file and relevant information is included in the student's school report.
- If contact cannot be made with the parent (due to no response or 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. If a student is absent on a particular day, and the parents/carer have not contacted the school, and if the school has made every attempt to contact the parents/carer with no response, the absence is marked as unexplained.
- If the school determines that no reasonable excuse has been provided, the absence will be marked as 'unexcused absence'.
- During school sanctioned off-site activities such as Excursions, a staff member is nominated to:
    - Take a roll before departure, on arrival at the venue, and at regular intervals (e.g. before/after meals, transitions).
    - For overnight stays, a roll must be taken at bedtime and at wake-up. Records are to be submitted to the school office upon return.

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Principal

The Principal (or delegate – Deputy 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
- 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

If no explanation is provided by the parent within 5 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Data Management and Privacy

- All attendance data, parent/carer contact information, and student absentee records are stored electronically.
- These are accessible only to relevant staff (administration, student services, leadership) and are kept in accordance with privacy laws.

Roles & Responsibilities

Students & Families	Families will ensure students attend school regularly, provide teachers with or contact the office explaining each absence.
Classroom Teachers	Marks attendance rolls twice daily, follow-up unexplained absences, notifies leadership of attendance concerns.
Administration Staff	Manage electronic alerts, maintain contact details, manages attendance records and archive.
Principal / Deputy Principals	Oversee policy compliance and attendance trends.

Related Policies

- Duty of Care Policy
- Child Safety Policies
- Supervision Policy
- Child Safety Risk Register
- Emergency Management and Critical Incident Plan

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Appendix 1 (letter to parents/carers)

Dear Mr & Mrs……..our records show that your child ……has been absent from school on the following dates/s: ……when there is an absence from school, the student is required to bring a dated and signed note.

Since a written explanation for the absence/s has not been received. Please complete the details as required and return this form immediately. While it is appreciated that you may have contacted the school and verbally notified the year teacher regarding this absence, we do require a written note for our records. Please include a medical certificate or relevant supporting documentation where one exists.

Name……..

Year Level……..

Date	Reason for absence	Signature

Thank you for your assistance in this matter.

Yours sincerely,