Rationale:
- The Education Act requires that children of school age (six to sixteen years) residing in Victoria are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Regional Director.

Aims:
- To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly and without unnecessary absences.

Implementation:
- Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find ‘catching up’ difficult.
- Absenteeism contributes significantly to student failure at school.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Parents have a responsibility to ensure that their children attend school regularly and are only absent if ill or if absolutely necessary.
- Parents have a further responsibility to provide a written note to the school explaining why an absence has occurred.
- The Principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are recorded in the morning by 9.00am and in the afternoon after the students return to class after their lunch break. Class teachers are to mark absences on the ‘Nroll’ in Nforma. Teachers are to monitor attendance and identify absences on a daily basis.
- Teachers are to collect all notes on absences and hand them to administration staff for filing at the end of the school year.
- The student attendance records are a legal document and may be requested to be subpoenaed at any time.
- Teachers are asked to follow up any unexplained absences. They are asked to notify parents of unsatisfactory attendance. Unsatisfactory attendances are to be recorded in the student’s file in the office.
- Student absence and late figures will appear on student half year and end of year reports.
- Aggregated student attendance data is reported to the wider community each year as part of the annual report.

Evaluation:
- This policy will be reviewed as part of the St. Paul’s review cycle.