


<p><b>Dallas Brooks Community P.S</b></p> <p><b>5546</b></p>	<p><b>ATTENDANCE POLICY PARENTS</b></p>	
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## 1. POLICY STATEMENT

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.

There is no safe number of days for missing school – each day a student misses puts them behind, and affects their educational outcomes.

## 2. GUIDELINES

The Attendance policy is to fall within Government guidelines.

The school is responsible for providing support for the whole school community in regards to the attendance of all children.

The school community will be made aware of school attendance policy.

Staff will be kept abreast of current trends in attendance policies and procedures.

## 3. PROGRAM

### **Notifying the school of an absence**

The school has a wellbeing team and Multicultural Aides who can support you and your child to ensure they attend school on time every day.

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 (phone or Flexibuzz). The school will contact you within three days to seek a reason for the absence.

If no contact can be made with you or your emergency contacts the absence will be recorded as an unexplained absence and also be noted in your child's file. You can contact the classroom teacher at any time with either a verbal or written explanation for your child's absence.

The main reasons for absence are:

### **Sickness**

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

### **Family Holidays**

It's vital that holidays are planned during school holidays and not during the term. Any holidays during school time must be approved by the Principal in advance. An application form will be provided by the classroom teacher or at the administration office.

### **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.

### **LINKS AND APPENDICES (including processes related to this policy)**

Links which are connected with this policy are:

#### **APPENDIX ONE – NOTIFICATION OF ABSENCE**

[https://eduvic.sharepoint.com/sites/dallasps/\\_layouts/15/guestaccess.aspx?guestaccesstoken=IFPtSyU1zx aWHoluTpdM5MQXkSYTZNVH8ncQCPvSUIQ%3d&docid=2\\_1ffebe3717a224c2a99eb2c3acee6f8a9&rev=1](https://eduvic.sharepoint.com/sites/dallasps/_layouts/15/guestaccess.aspx?guestaccesstoken=IFPtSyU1zx aWHoluTpdM5MQXkSYTZNVH8ncQCPvSUIQ%3d&docid=2_1ffebe3717a224c2a99eb2c3acee6f8a9&rev=1)

#### **APPENDIX TWO – NOTIFICATION OF EXTENDED ABSENCE**

[https://eduvic.sharepoint.com/sites/dallasps/\\_layouts/15/guestaccess.aspx?guestaccesstoken=IFPtSyU1zx aWHoluTpdM5MQXkSYTZNVH8ncQCPvSUIQ%3d&docid=2\\_1ffebe3717a224c2a99eb2c3acee6f8a9&rev=1](https://eduvic.sharepoint.com/sites/dallasps/_layouts/15/guestaccess.aspx?guestaccesstoken=IFPtSyU1zx aWHoluTpdM5MQXkSYTZNVH8ncQCPvSUIQ%3d&docid=2_1ffebe3717a224c2a99eb2c3acee6f8a9&rev=1)

For more information and resources relating to attendance please visit:

[www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx](http://www.education.vic.gov.au/school/parents/behaviour/Pages/studentattendance.aspx)

### **EVERYDAY COUNTS**

**LEARNING STARTS AT 9AM**

**ATTEND TODAY ACHIEVE TOMORROW**

**LET US KNOW IF YOUR CHILD IS AWAY**

**WORKING TOGETHER = SUCCESS**

**APPENDIX ONE – NOTIFICATION OF ABSENCE**

Student Absence Notification



Student Name: \_\_\_\_\_

Date of Absence: \_\_\_\_\_

Reason for Absence:

Illness

Dentist

Holiday

Medical Appointment

Other  (must give reason):.....

Parent/Guardian Signature:.....

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

To be returned to Classroom Teacher on the next school day

## APPENDIX TWO – NOTIFICATION OF EXTENDED ABSENCE



### NOTIFICATION OF EXTENDED ABSENCE DURING SCHOOL TERM

#### Submission to School Principal

Students enjoy more than 12 weeks holidays each year and therefore we do not encourage students to be absent from school due to holidays during school terms, unless there are extraordinary circumstances. We also acknowledge that there are occasions when family circumstances prevent attendance.

As set out in the DBCPS Attendance policy and by the Victorian Government, students are expected to be at school every school day to receive a quality education. Depending on the nature of the absence, any time from school may be considered an unapproved absence and may affect your child's academic results.

#### STUDENT DETAILS AND DATES

The following students below will be absent from school for the following period:

Student Name	Class	Dates Absent (inclusive)

REASON FOR ABSENCE: (Please note, if travelling interstate or overseas please indicate destination.)

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Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / \_\_\_

- Approved  
 Not Approved

School Principal: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

School Office Use:

Date received: ___ / ___ / ___
Absence updated on Cases: ___ / ___ / ___
Letter sent: ___ / ___ / ___

## EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.