



Student Attendance Policy

Source of Obligation	<p>The Victorian Registration Standards (sch 4 cl 10) require that we must make provisions to:</p> <ul style="list-style-type: none">• monitor the daily attendance of each student enrolled at the School; and• identify any absences of a student from School including classes; and• follow up any unexplained absences of a student from the School or classes; and• notify any parent or guardian 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. <p>The Victorian Registration Standards (sch 4 cl 11) require that we must maintain a student attendance register recording the attendance of students of compulsory school age (i.e. 6-17 years) at least twice a day and record any given or apparent reason for student absences.</p>
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Daily Attendance Register	<p>Dandenong Ranges Steiner School keeps a register of the daily attendance of all students at the School. The register of daily attendance records the following information for each student:</p> <ul style="list-style-type: none">• daily attendance• absences• reason for absence• documentation to substantiate reason for absence. <p>Attendance is checked at least twice a day, at:</p> <p>Student attendance is checked by Roll Call at 9am and 1.30pm.</p>
Monitoring Daily Attendance	<p>Dandenong Ranges Steiner School has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from school or class:</p> <p>Parents are responsible for notifying the School of any absences. Notification may be provided by email, text the DRSS Absence line, or by telephoning the School and should be made prior to the start of school. Class Teachers take the class Roll promptly at the commencement of the school day and periodically throughout the day. All absences are recorded absences in our student management system. They are then cross-checked against the absentee notifications that have been provided to the School that day.</p> <p>It is the responsibility of the Office to ensure that student daily attendance is being effectively monitored.</p>

Following Up Unexplained Student Absences	<p>Dandenong Ranges Steiner School has implemented the following systems and procedures in order to follow up unexplained absences from school:</p> <p>An Unexplained Absence is followed up by the School Office directly on the day of the absence.</p>
Notification of Parents/Carers of Unsatisfactory Attendance	<p>Dandenong Ranges Steiner School has implemented the following systems and procedures in order to notify parents and carers of unsatisfactory attendance:</p> <p>Where a student is unsatisfactorily absent from school, the Class Teacher will contact the parents directly to seek an explanation. Where parents repeatedly fail to inform the School of absences they will be contacted by the Class Teacher directly seeking an explanation and to remind them of their obligation to attend school and to report absences.</p> <p>Parents and carers are regularly reminded to ensure that any changes to their contact details are communicated to the School.</p>
Records of the Register of Daily Attendance	<p>The Daily Attendance Register is retained indefinitely and copies of information in the register are stored off-site at regular intervals. The register is kept for each calendar year and shows the twice-daily attendance checks and any reasons for absence.</p> <p>The School also records unsatisfactory attendance on students' files.</p>
Implementation	<p>The Management Team and Management Team are responsible for the effective implementation of this Policy.</p>