

Attendance Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact the School Office on 03 8552 0583 or 03 98713275

School Profile Statement

Avenues Education is a South East Victoria Region (SEVR) outreach government school that works in partnership with Infant Child Youth Mental Health Services (ICYMHS). Avenues Education accepts referrals from ICYMHS to provide educational services to students to reduce the barriers to them accessing the education environment. Avenues Education staff provide tiered educational interventions including individual student support, targeted groups for students, mental health prevention and promotion, professional development, consultation and liaison. Avenues Education provides early intervention to prevent educational disadvantage of students whose learning has been interrupted due to social, emotional, and/or mental health difficulties.

Students participating in Avenues Education retain enrolment in their school of origin. Depending on the program and individual health needs, students undertake sessions with Avenues Education either at their school of origin or at Avenues Education locations.

Purpose

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures Avenues Education has in place to
 - support, monitor and maintain student attendance
 - record, monitor and follow up student absences

Scope

This policy applies to all students referred to Avenues Education.

This policy should be read in conjunction with the Department of Education and Training's [School Attendance Guidelines](#). It does not replace or change the obligations of Avenues Education, parents and School Attendance Officers under legislation or the School Attendance Guidelines.

Definition

Parent – includes a guardian and every person who has parental responsibility for the child, including parental responsibility under the *Family Law Act 1975* (Cth) and any person with whom a child normally or regularly resides.

Policy

Schooling is compulsory for children and young people aged from 6 to 17 years (unless an exemption from attendance or enrolment has been granted).

Daily attendance is important for all children and young people to succeed in education and to ensure they do not fall behind both socially and developmentally. School participation maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values that set them up for further learning and participation in their community.

Students are expected to attend their enrolled school during normal school hours every day of each term and attendance is monitored at the base school. Students are seen by Avenues Education teachers either on ICYMHS sites or on the base school's premises during normal school hours. When attending sessions on a ICYMHS site during the school day, parents must report this information to the base school. Where appropriate, this information is also shared with the base school by the Avenues Education Teacher prior to the scheduled session either during school meetings or via email or telephone conversation. The base school will then mark the absence as an 'excused absence'.

Both schools and parents have an important role to play in supporting students to attend school every day. Avenues Education works with individual students who are highly vulnerable and whose attendance is at risk and/or declining. Our staff work with these students, their parents and school to improve their attendance through a range of interventions and supports.

Supporting and promoting attendance

Avenues Education's *Student Wellbeing and Engagement Policy* supports student attendance.

Our school also promotes student attendance by:

- working closely with mental health clinicians, students, parents and base schools to develop and implement individualised programs to reduce educational barriers and support student engagement
- building school staff capability to support students with a range of social, emotional and mental health challenges and promote overall student wellbeing

Recording attendance

Avenues Education must record student attendance in every individual and group session. This is necessary to:

- support the student's base school to meet legislative requirements
- discharge Avenues Education's duty of care for all students

Attendance will be recorded by Avenues Education Teacher after the session using COMPASS.

Recording absences

Parents should notify Avenues Education of absences from the Avenues Education sessions by contacting the Avenues Education Teacher via email, text message or telephone call.

If a student is absent and the school has not been previously notified by a parent, or the absence is otherwise unexplained, Avenues Education will notify parents by text message or telephone call. Avenues Education will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

Avenues Education staff will notify the base school of absences from the Avenues Education session via email.

Managing non-attendance and supporting student engagement

Avenues education works collaboratively with the student, the parent/s, the enrolled school, mental health clinicians and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing and participating in Student Support Groups
- supporting the development and implementation of a Return to School Plan
- developing and implementing an Individual Education Plan

Communication

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes
- Included in staff handbook / manual

Further information and resources

This policy should be read in conjunction with the following school and DET policies:

- Avenues education's Student Wellbeing and Engagement Policy
- The Department's Policy and Advisory Library (PAL): [Attendance](#)

Policy review and approval

Policy last reviewed	9.10.24
Approved by	Principal
Next scheduled review date	Before October 2027