Attendance
Policy

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1. Policy scope

The application of the policy is relevant to the governing board, principal, to school staff, students and parents.

2. Policy objectives

Sophia Mundi Steiner School is committed to ensuring the school; students and their parents comply with their legal obligations in relation to school attendance. The school believes that high levels of school attendance are essential for learning.

The Sophia Mundi attendance policy aims to:

- encourage and set high expectations in relation to student attendance.

- minimise unexplained absence.

- develop strong partnerships with parents and carers in which the importance of attendance and punctuality is a shared goal.

- comply with the requirements of Education and Training Reform Act 2006 (Vic.), to monitor attendance, to maintain an attendance register and to report on attendance data to parents and to the authorities as required

3.   Policy Statement

The attendance policy sets out the principles and framework governing the school's behaviours and activities that enact the school's legal responsibilities and which support students in attending school. The policy, together with the policy implementation documents listed in the school procedures, should be communicated to all school staff, students and parents.

4.   Policy requirements

Sophia Mundi employees, students, visitors, volunteers and contractors are required to act in accordance with relevant legislation:

- *Australian Curriculum, Assessment and Reporting Authority (ACARA) - National Standards for Student Attendance Data Reporting 2015*

- *Australian Education Amendment Act 2017*

- *Education and Training Reform Regulations 2007*

- *Education and Training Regulations 2017*

- *Education and Training Reform Act 2006*

- *Victorian Registration and Qualifications Authority (VRQA) Minimum Standards: mandated registration requirements*

- *Victorian Government Department of Education and Training's (Vic DET) School Attendance 2014 Guidelines – applies to all registered schools in Victoria*

5.   Policies and procedures to be read in conjunction with this policy

- *Student Enrolment Policy and Procedures*

- *Equal opportunity, Anti-Bullying and Anti-harassment Policy*

- *Sophia Mundi Duty of Care Policy and Procedures*