

Student Attendance Policy and Procedure

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Responsible person	General Manager - Business	Scheduled review date	April 2028

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1 Organisational Statement

- 1.1 Mastery Schools Victoria (the school or MSV) upholds a high standard of attendance for all students and recognises that regular attendance is a critical factor in supporting students to achieve mastery throughout their education, social development and wellbeing. We recognise that many of our students have experienced disrupted educational journeys and may require additional support to attend consistently.
- 1.2 Students enrolled at MSV are expected to attend three scheduled sessions per day. The School sets an attendance benchmark of 85% or higher and works collaboratively with families to identify and remove barriers to regular

attendance. Individual Attendance Support Plans may be implemented to provide structure and flexibility where needed.

- 1.3 We acknowledge and respect the cultural traditions of Aboriginal and Torres Strait Islander communities, including the role of individuals recognised as parents or guardians under traditional and Islander customs. These individuals are valued as equal partners in supporting student attendance and wellbeing.

2 Scope

- 2.1 This policy applies to all staff and parents/guardians, and students in relation to the Mastery Schools Victoria's operations. All staff are responsible for understanding and complying with this policy, while parents/guardians are expected to be familiar with the policy and the School's attendance requirements.

3 Purpose

- 3.1 The purpose of this policy is to:
 - (a) support the School to discharge its duty of care towards students by equipping the School to know where students are at different times of the day, each school day;
 - (b) maximise learning opportunities by ensuring student absenteeism is kept to a minimum;
 - (c) create a parent/guardian culture that views regular school attendance and communication of student absences to the school as important;
 - (d) set out the particulars for daily attendance recording in a register; and
 - (e) detail responsibilities and processes regarding the marking of rolls, tracking of student attendances every day the school is open and follow up requirements.

4 Related Documents

- (a) Enrolment Agreement
- (b) Student Code of Conduct
- (c) Parent Code of Conduct
- (d) Enrolment Policy
- (e) Enrolment Register and Checklist
- (f) Enrolment Terms and Conditions
- (g) Reduced Attendance Arrangement (RAA)
- (h) Attendance Support Plan (ASP)
- (i) Records Management and Retention Policy
- (j) Attendance Register

5 References

- (a) Education and Training Reform Act 2006 (Vic)
- (b) Guidelines to the Minimum Standards and Requirements for School Registration (Vic)
- (c) Child Wellbeing and Safety Act 2005 (Vic)

6 Definitions

The following definitions apply to all MSV schools.

Term	Definition
Attendance Register	The School's official record of daily student attendance, including absences, partial attendance and reasons provided. The school maintains this register in electronic format via the approved student management system.
Parent/Guardian	For the purposes of this Policy, Parent/Guardian includes: Includes parents, legal guardians, kinship carers, Aboriginal/TSI recognised parents, or those with daily care. Temporary substitutes not included unless legally recognised.
Compulsory School Age	From the date a child turns 6 years old until the last day of the year in which they turn 17, or until they complete Year 10, whichever is later, in accordance with the Education and Training Reform Act 2006 (Vic).
Approved Student Management System	Approved Student Management System (SMS) means the School's approved electronic platform used to record, monitor and manage student attendance and related data. Note: As at the date of this Policy, Compass is used at MSV.

7 Policy Statement

- 7.1 To support student safety, wellbeing and continuity of learning, MSV maintains an accurate daily Attendance Register through the School's approved student management system. The Register records student attendance or non-attendance, reasons for absence, and supporting documentation where required. The Principal is responsible for ensuring the integrity and compliance of attendance records in accordance with applicable Victorian legislation, including the Education and Training Reform Act 2006 (Vic).
- 7.2 MSV monitors attendance daily and works proactively with students and families to address unexplained or unsatisfactory absences through supportive interventions, reasonable adjustments, Attendance Support Plans, or Reduced Attendance Arrangements where appropriate.

- 7.3 The School notifies students and parents/guardians of attendance expectations and consequences of unsatisfactory attendance, including through the enrolment process, enrolment agreement, Student Code of Conduct and School website.
- 7.4 The attendance register is maintained in line with Victorian requirements and is accessible to staff via Student Management System on a secure network.

8 Roles and Responsibilities

- 8.1 Principal and Assistant Principal are responsible for:
- (a) having overall accountability for attendance across the School;
 - (b) setting high expectations for attendance and ensuring consistent communication with families;
 - (c) ensuring staff responsible for monitoring attendance are trained;
 - (d) monitoring attendance data for patterns and emerging risks;
 - (e) engaging with families to identify barriers to attendance and developing strategies to address them; and
 - (f) ensuring that attendance management processes are implemented consistently across the School;
 - (g) engaging students in the learning process and implementing appropriate incentives and recognition for attendance;
 - (h) implementing strategies to manage unsatisfactory student attendance;
 - (i) approving and monitoring Attendance Support Plans (ASP), Safety Plans, and Reduced Attendance Arrangements (RAA);
 - (j) ensuring appropriate escalation actions are undertaken and documented where attendance concerns persist
 - (k) informing parents/guardians of their legal obligations regarding compulsory school age under the Education and Training Reform Act 2006 (Vic);
 - (l) managing and, where necessary, escalating processes where a student fails to attend without a reasonable excuse; and
 - (m) maintaining appropriate records of attendance-related actions in accordance with Victorian legislative and record-keeping requirements.
- 8.2 Administration Team are responsible for:
- (a) monitoring student attendance on a day-to-day basis;
 - (b) maintaining the Attendance Register accurately and securely;
 - (c) following up promptly on unexplained absences and recording all communications;

- (d) ensuring accurate sign-in and sign-out processes for students who arrive late or leave early;
- (e) providing daily attendance reports to leadership to support timely intervention;
- (f) alerting the Principal of concerning absences;
- (g) maintaining current contact details for parents/guardians by contacting all students' parent/guardians at the commencement of each calendar year and more frequently if deemed necessary; and
- (h) retaining supporting documentation related to attendance and storing communications in student files.

8.3 Lead Teachers and Classroom Teachers are responsible for:

- (a) ensuring attendance records are accurate and fostering a culture of regular attendance;
- (b) they are familiar with and comply with this policy;
- (c) ensuring all rolls are marked by the Teachers at the commencement of each scheduled session in accordance with the campus timetable and operational requirements;
- (d) any known absences that have been disclosed to teachers are reported to the administration team at reception and Principal as soon as possible;
- (e) supporting students returning after absence by encouraging re-engagement in class routines;
- (f) working cooperatively with the School to resolve attendance issues when raised; and
- (g) modelling the importance of punctuality and consistency to students.

8.4 Parents and guardians are responsible for:

- (a) supporting their child's regular attendance at school;
- (b) ensuring their child attends school every day unless a valid reason exists;
- (c) notifying the School of any absence via phone or email before or on the day of absence, or as soon as practicable afterward;
- (d) providing a reasonable explanation for all absences so they can be correctly classified (e.g. illness, medical appointment, family emergency);
- (e) providing a medical certificate if the student is absent due to illness for three or more consecutive days;
- (f) working collaboratively with the School if attendance concerns arise; and

- (g) reinforcing with their child the importance of regular attendance for learning and future success.

9 Attendance Expectations

- 9.1 Regular attendance is essential for academic progress, social development, and student wellbeing. The School expects all students to:
 - (a) attend all scheduled classes every school day of each term;
 - (b) participate in extra-curricular and co-curricular activities that support learning, wellbeing, and community engagement (e.g., awards ceremonies, sporting events, music/choir rehearsals); and
 - (c) arrive on time, prepared, and ready to learn.
- 9.2 Special Assistance School Context
 - (a) As a Special Assistance School, MSV programs are designed for full-time engagement. Full-time attendance is a condition of enrolment unless varied through an approved Support Plan or Reasonable Adjustment. The Principal retains discretion to determine whether reasons for absence are acceptable.
 - (b) Parents/guardians are expected to notify the School promptly if their child will be absent, late, or leaving early, and to provide supporting documentation (e.g., medical certificates for absences of three or more consecutive days due to illness). Failure to provide a valid explanation may result in the absence being recorded as unexplained.

10 Recording and Monitoring Attendance (Procedure)

- 10.1 Daily Roll Marking
 - (a) Attendance is marked by teachers each morning at the beginning of each session (3 per day) using the School's approved student management system.
 - (b) Absences are immediately visible in the school's approved student management system for Administration to review.
 - (c) Any late arrivals or early departures are logged by the administration team at Reception.
- 10.2 Parent Notification & Follow-Up

The Administration Team can access all unmarked rolls or absences via the school's approved student management system that are requiring follow-up.

 - (a) Parents/guardians should notify the School of absences in advance or as soon as practicable on the day.
 - (b) If a student is recorded as absent at morning roll without explanation, and no notification has been received from a parent/guardian by 8:45am, the School's approved student management system will issue

an automated SMS to the student's parent/guardians advising of the unexplained absence.

- (c) If no response is received to the SMS notification, Administration will attempt to contact the parent/carer by phone and email on the same day.

10.3 If no explanation is received by the end of the week another email will be sent following up on all unexplained attendance in a bulk list to the student's parent/guardian. All contact attempts are recorded in the school's approved student management system Communication Logs.

10.4 Escalation & Wellbeing Check

- (a) If a student has two consecutive unexplained absences, the Principal/Assistant Principal conducts a wellbeing check (phone call, meeting, or contact with emergency contact).
- (b) Where absence patterns persist, the Principal may require a formal attendance meeting with the family.

10.5 Data Monitoring

- (a) The Administration Team generates daily absence reports for review by the leadership team.
- (b) The Principal/Assistant Principal reviews attendance trends each term.

10.6 Records of Attendance

- (a) Attendance records are retained for seven years after the last entry.
- (b) Copies are securely stored on the Student Management System in accordance with MSV's recordkeeping protocols.
- (c) Records include daily attendance, late arrivals, early departures, reasons for absences, and supporting documentation.

11 Attendance Register

11.1 The Principal or delegate must maintain the Attendance Register in accordance with the 'Process to mark attendance' under the Attendance Policy and Procedure.

11.2 The Attendance Register includes each student's:

- (a) daily attendance or absence for each school day;
- (b) reason for any absence or variation in attendance;
- (c) evidence to support the reason for any absence.

11.3 The Attendance Register is retained for a period of at least seven (7) years after the last entry was made in respect of the student.

11.4 Maintaining the Register

- (a) The Principal or delegate is responsible for the day-to-day administration of the register and must ensure that:
 - (i) the register is kept accurate and up to date at all times, with any approved changes recorded within seven (7) days;
 - (ii) the register is available for inspection upon request by the VRQA or relevant authority;
 - (iii) any changes to the format of, or access to, the registers are approved by the Principal;
 - (iv) the register is kept secure and any anomalies are immediately reported to the Principal; and
 - (v) confidentiality and privacy are maintained.
- (b) The Principal or delegate must ensure that all required information is captured in the register.

12 Managing Low or Irregular Attendance

12.1 Response Tiers

- (a) **Tier 1:** A day off per week for 3 weeks, or 2+ consecutive unexplained absences → phone call.
- (b) **Tier 2:** Repeated Tier 1, or 3+ consecutive absences → phone call + follow-up email noting attendance requirements.
- (c) **Tier 3:** Repeated absences, 4+ consecutive days, or attendance <85% → formal meeting with parents and attendance goals set.
- (d) **Tier 4:** Ongoing low attendance, <85% → formal written warning from Principal outlining risk to enrolment.
- (e) **Tier 5:** Continued poor attendance → enrolment may be cancelled.

12.2 Full time attendance is required and expected, subject to support plans, safety plans and/or reasonable adjustments. For example, students with severe anxiety may need additional supports to come to school, particularly when commencing at The School. The School will implement reasonable adjustments in consultation with parents to support the transition.

12.3 The School will work with the student, their family and allied health professionals to support the student to reach full time attendance. The support plan will be reviewed periodically to support improved attendance.

12.4 **Attendance Support Plans (ASP):** Developed when attendance drops below 85%, with staged goals to return the student to full-time attendance. Reviewed regularly.

12.5 **Reduced Attendance Arrangements (RAA):** May be approved for students requiring specialist appointments or short-term flexibility. RAAs are documented, reviewed, and expected to be temporary.

12.6 **Temporary Pause of Enrolment (TPE):** May be implemented as a safety-based administrative measure where a student's continued attendance presents a risk to their own or others' safety or wellbeing. Refer to the *Student Behaviour Management & Discipline Policy*.

12.7 The use of ASPs or RAAs must be discussed with and approved by the relevant Principal Supervisor allocated to the school.

13 Breach of Policy

Breaches of this Policy:

- (a) are not acceptable by any employee, parent/guardian or student;
- (b) will be responded to promptly; and
- (c) may result in consequences, including the possible cancellation of enrolment.

14 Communication

This policy and procedure are available to staff via SharePoint and families via the School website. Key expectations are also communicated through:

- (a) enrolment documentation and agreements;
- (b) enrolment interview
- (c) codes of conduct;
- (d) staff induction and professional development;
- (e) newsletters; and
- (f) parent engagement meetings.

15 Review

This policy is reviewed periodically as detailed in the policy review schedule. The next review date is April 2028.