

Enrolment and Attendance

Status: Draft July 2016

Rationale:

All students enrolling at our Rolling Hills Primary School [RHPS] deserve a smooth transition that enables them to become part regular attendees of our school with a minimum of disruption and maximum support.

Aims:

- To provide an efficient process of enrolment and transition that satisfies the needs of students, families and the school.
- To maximise student learning opportunities and performance by ensuring that children required to attend school, do so regularly and without unnecessary absences.

Guidelines:

RHPS will follow the Department guidelines for School attendance:

<http://www.education.vic.gov.au/school/principals/participation/Pages/attendance.aspx> which states that "Students are expected to attend the school in which they are enrolled, during normal school hours every day of each term, unless:

- *there is an approved exemption from school attendance for the student, or*
- *the student is registered for home schooling and has only a partial enrolment in a school for particular activities."*

Implementation:

- All children who are eligible to attend a Victorian Government school are welcome to attend our school.
- Students enrolling at our school as part of a Foundation intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year) and an immunisation certificate of which copies will be kept.
- A child who is less than the minimum age of entry for Victorian schools but has transferred from an interstate school is eligible for enrolment. Evidence of age and full-time enrolment at the interstate school must be provided.
- Other parents seeking early age entry for their children must make a written application to the Regional Director – see the Department Early Age Entry policy.
<http://www.education.vic.gov.au/school/principals/spag/participation/pages/admission.aspx>
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 9637 2202.
- RHPS will enroll eligible students, who are new to the Victorian government education system under the name contained in the documents supporting their admission; primarily their birth certificate
- The school will maintain student details and movements in enrolment history and keep all information confidential and managed in accordance with the Department's privacy policy, Victorian privacy laws.
- Rule: At initial enrolment a Victorian Student Number (VSN) is allocated to a student in the name certified in admission documents. When students transfer between schools, the subsequent enrolment is in the name attached to the VSN, unless new legal documentation with an amended name is provided
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. It is an expectation that students will be from our local area. Concerns relating to resourcing levels are in themselves insufficient grounds for delayed admission. Delayed admissions can only be authorised by the Regional Director.
- All enrolments will require the completion of the Department 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.
- Students wishing to enrol at our school from a neighbouring school will be able to do so on the condition that it is the commencement of the school year or the commencement of term 3, or if the principal of the previous school is in agreement with the transfer, or if there has been a change of address that places the student closer to our school than the previous school, or if the student seeking enrolment is from a non-government school.
- In the event of transfers outside these times, we maintain the Yarra Ranges protocol of contacting principals of previous schools of all students seeking transfers to discuss the circumstances of the transfer, to seek a transfer note or an immunisation certificate (if enrolling), and to discuss any academic or behavioural

Policies

matters. The principal has the authority to defer admission for one school day in order that enquiries of the previous school are carried out in the interests of the student.

- Students will be allocated to classes according to a combination of class size and student need.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent. Illness, accidents, religious events or obligation, and other unforeseeable circumstances are reasonable grounds for an absence.
- Parents/Guardians have a responsibility to ensure that their children attend school regularly and are only absent if ill, or if absolutely necessary.
- Parents/Guardians should notify RHPS on Compass prior to any anticipated extended absence.
- Students who are taking extended absences (more than ten days) from the school must have a Student Absence Learning Plan to support their education, which is prepared by the classroom teacher.
- Involvement in external programs is encouraged by the school; however, participation in these programs should not occur during school hours unless discussed prior with a member of the Principal Class team.
- Students who are late to school disrupt the class and often miss vital work at the start of the day. A student arriving late to school must sign in and their late arrival will be recorded on Compass.
- Parents/Guardians must provide a reason for their child arriving late to school.
- The class teacher will notify the Assistant Principal of students consistently late to school. The class teacher will then follow up with parents to seek their support and co-operation. If the lateness continues, Principal will follow up with the family.
- Individual class teachers have the responsibility to follow up absences in their class and request written notification or explanation from parents/guardians for all student absences.
- On the third day of consecutive unexplained absence, the class teacher will contact the parent/guardian. If contact cannot be made after continued absence, the Principal will notify the Regional Office.
- Where no explanation is received from the parents/guardians, the school will record an absence as an unexplained absence.
- Ongoing unresolved attendance issues may be reported by the Principal to the Department of Human Services.
- Aggregated student attendance data is reported to the Department and wider community each year as part of the annual report.
- The Department Student Engagement and Inclusion Guidance will be followed and support materials, including proformas, checklists and brochures, will be used as a key resource.

Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

References:

<http://www.education.vic.gov.au/school/principals/participation/Pages/attendance.aspx>
<http://www.education.vic.gov.au/school/principals/participation/Pages/everyday.aspx>