Carlton K-9 school aims to achieve quality education outcomes for all students. If children do not regularly attend school, they cannot gain maximum benefit from schooling. We promote regular attendance through:

- Ongoing student engagement programs and activities for children.
- Provision of a positive and supportive learning environment where students experience success.
- Positive parent communication.
- Liaise with families via ACEO’s.

**Special notes**

- Temporary exemption: If a student is absent for an extended period of time for family travel/holiday, medical condition, or other (conditional) reasons, the principal can approve an exemption.
- Exemption: For absences greater than 1 month due to family travel, medical condition, or other (conditional) reasons, an exemption can be sought through the Regional Support Services.
- Late: A child will be considered late if they are not in class by 9:15 (if they arrived on the bus).
- DECD Department for Education and Child Development.
- ACEO: This person can be used at any time in our process to seek advice or relevant information.
- ACEO: They are our liaison with families.

This policy refers explicitly to unexplained absences that impact on a student's learning. It may lead to the appropriate step in this policy being implemented.
Carlton K-9 School Attendance Process

**Non Attendance**

- **Any day absent / late arrival**
  - Written, verbal or phone explanation is provided by the parent / caregiver explaining reason for the non-attendance
  - **No explanation provided**
  - "Explanation Note" is sent home to seek reason for absence

**Minor Attendance**

- **3 unexplained consecutive days absent OR 5 days in 3 weeks of unexplained absences**
  - "Minor Non-attendance Note" goes home to remind family of the importance of attending school

**Chronic Non-attendance**

- **10 days absent in a term OR pattern of absence over a 3 week period**
  - Chronic Non-attendance meeting held with parent/caregiver, teacher/principal and an ‘Attendance plan’ developed and future meeting time agreed upon

**Regional Student Attendance Counsellor**

- **Attendance Referral submitted for ongoing poor attendance**
  - Information of non-attendance of poor attendance collated and referred to Regional Student Attendance Counsellor