ATTENDANCE



Help for non-English speakers
If you need help to understand this policy, please contact Roger Blackwell at roger.blackwell@education.vic.gov.au.

CONTEXT

Outdoor School is a Residential State Government School of Victoria. Outdoor School currently has no enrolled students however students attend Outdoor School from other State Government Schools.

Students who choose to attend Outdoor School are making a commitment to participating in all scheduled sessions, arriving at each activity on time and prepared to take part. Students are encouraged to approach a teacher and seek assistance if there are any issues that are affecting their attendance while on-site.

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 Outdoor School has in place to
    - support, monitor and maintain student attendance
    - record, monitor and follow up student absences.

SCOPE

This policy applies to all students that attend Outdoor School.
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 Outdoor School, 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.
When attending, students are expected to be at Outdoor School during normal hours every program unless there is an approved exemption from school attendance for the student.

Both schools and parents have an important role to play in supporting students to attend school every day.
Outdoor School believes all students should attend school all program days, when the school is open for instruction and is committed to working with its school community to encourage and support full school attendance.
Our school, along with the attending school, will identify individual students or cohorts who are vulnerable and whose attendance is at risk and/or declining and will work with these students and their parents to improve their attendance through a range of interventions and supports.
Students are committed to attending school every day, arriving on time and are prepared to learn. Our students are encouraged approach a teacher and seek assistance if there are any issues that are affecting their attendance.
Parents are committed to supporting their child/children to attend our school as part of their enrolment at their home school. They will communicate openly with the other school and provide valid explanations for any absence.
Parents will communicate with the relevant staff at Outdoor School about any issues affecting their child's attendance and work in partnership with the school to address any concerns.

Parents will provide a reasonable explanation for their child's absence from the school and endeavour to schedule family holidays, appointments and other activities outside of school hours.

Supporting and promoting attendance

Outdoor School's *Student Wellbeing and Engagement Policy* supports student attendance.
Outdoor School also promotes student attendance by: offering low cost and subsidised programs, promoting a complimentary program to a mainstream school etc.

Recording attendance

Outdoor School must regularly record attendance to:

- meet legislative requirements.
- discharge Outdoor School's duty of care for all students.

Outdoor School records student attendance each morning and evening, this will be done by the group teachers and entered into Cumulus via the Vapour app. In addition, attendance is monitored and recorded over their time at Outdoor School and any variations are recorded in Cumulus.
If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

For primary school students, Outdoor School must record student attendance twice per day.
Attendance will be recorded by group teachers checking their Cumulus list via the Vapour app.

For secondary school students, Outdoor School must record attendance in every class.
Attendance will be recorded by group teachers checking their Cumulus list via the Vapour app.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

Any attendance variation is recorded in the student management system Cumulus.

Staff are able to automatically input the attendance data via their phones, a school phone or an ipad, via the Vapour app.

Recording absences and managing non-attendance

If a student is absent from the program on a particular day, Outdoor School will notify parents of the absence with an update on the student's reason for them not participating in the program.
If contact cannot be made with the parents, Outdoor School will leave a message of explanation where possible. Outdoor School will keep a record for each absence. If required Outdoor School will inform the home school of the absence and if appropriate enable the home school to contact the parents.

RECORD OF LOCATION OF STUDENTS

Outdoor School will maintain a local register i.e., record of each student's location at specific times of the day/night. This record will capture whether a student is:

- on-site
- absent.

The local register will be kept up to date by Outdoor School staff. The student timetable will be the definitive tool for establishing the location of a student.

COMMUNICATION

The Outdoor School Attendance policy will be made available on the school's website and in the staff induction processes.

MORE INFORMATION AND RESOURCES

- The Department's Policy and Advisory Library (PAL): Attendance

POLICY REVIEW AND APPROVAL

Policy last reviewed	Feb 2026
Consultation	ORSN 2025
Approved by	Principal
Next scheduled review date	Feb 2030