



Policy Statement

Diocese of Ballarat Catholic Education Limited [DOBCEL] is committed to maximising learning opportunities for students, by ensuring schools:

- maintain rigorous attendance records and ensure every child is accounted for every school day
- implement mandated procedures for the recording and reporting of non-attendance.

To meet legislated requirements and fulfil a school's duty of care, school staff must record student attendance:

- twice per day in primary schools
- every class in secondary schools.

Attendance must be recorded, including the reason given for each absence. All schools must maintain attendance records, identify, and follow up unexplained absences, and develop procedures to support and maintain student attendance.

DOBCEL Schools are required to demonstrate they have in place *Attendance Procedures*, appropriately contextualised from the DOBCEL template.

Context

In accordance with the Education Training and Reform Act 2006 (Vic.) (the Act) and the Education and Training Reform Regulations 2017 (Vic.), school attendance is compulsory for children and young people aged from 6 to 17 years unless an exemption from attendance has been granted through Exemption from School Attendance or Enrolment, Department of Education (DE).

Documentary evidence of this needs to be kept in the school.

Ensuring student attendance at school is a legal obligation on parents/guardians/carers. Supporting students to attend school each day is the shared responsibility of all parents/guardians/carers, students, the school, and the wider community.

Scope

This policy applies to all DOBCEL schools.

Legislative Context

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- Department of Education Policy and Procedures
 - Department of Education Attendance Policy
 - Department of Education Schools Guide to Attendance
 - Department of Education Exemption from School Attendance and Enrolment Guidelines
 - Department of Education School Age Requirement and Age Exemptions

Definitions specific to this policy

TERM	DEFINITION
Attendance	A student attends school when onsite, in DOBCEL approved remote learning and/or is involved in an offsite curriculum program or other activity organised by the school (for example an excursion or camp). A student is also considered to be in attendance when the student is engaged in a re-engagement program or another school part-time to make up full-time attendance, and the schools or settings have agreed to the time fractions, allocation of funding (if appropriate) and the student's Personalised Learning Plan.
Exemption	The Education and Training Reform Act 2006 (Vic) allows exemptions from school attendance and enrolment to be granted in certain circumstances.

Supporting Policies

- Duty of Care Policy
- Enrolment Policy

DOBCEL Principles of Governance

All DOBCEL policies are founded on and reflect the Principles of Governance stated in the Document: [DOBCEL Principles of Governance](#)

Approving authority	DOBCEL Board
Approval Date	December 2025
Review Date	December 2028