



STUDENT ATTENDANCE POLICY

1. RATIONALE

- All children between the ages of 6 and 17 are required by law to attend school.
- Monitoring of student attendance is the school's responsibility. This policy outlines the responsibilities of all parties concerned and sets out the procedures which will be followed when a student is absent from school without a satisfactory explanation, or when a student is consistently late for school.

2. RESPONSIBILITIES AND PROCEDURES.

PARENTS

- Ensure that children attend school every day unless there is a legitimate reason for not doing so - illness, legitimate family reason etc.
- Notify the school by phone or provide a note on each occasion the child has been absent from school explaining why he/she has been absent.
- Present a Doctor's certificate if the child has been absent for more than three days.
- Inform school in advance if the child is going to be away for a prolonged absence as an Exemption from Attendance form may need to be completed.
- Ensure that children arrive punctually to school.
- Sign your child in or out at the front office and provide a reason for late arrival or early departure.

TEACHERS

- Keep accurate records of daily attendance and punctuality on the roll.
- Send daily attendance record to the office for data input by the SSO responsible.
- Amend records when explanation notes are received from parents/caregivers and bring to the attention of SSO inputting Data.
- Record notes explaining absences in roll book.
- Keep the SSO responsible for data input informed of any extra-ordinary circumstances regarding a student's absence from school or late arrival.
- Report Unsatisfactory School Attendance for students who are, without satisfactory reason:
 - absent for a prolonged period (more than 3 days)
 - absent on a regular basis
 - frequently absent
 - regularly lateand forward to Principal

SSO RESPONSIBLE FOR DATA INPUT

- Enter the attendance each morning.
- Phone parents if unexplained absence is recorded.
- Report to the Principal unexplained absences, continual lateness or prolonged sickness.

PRINCIPAL

- Monitor attendance of students and contact parents when necessary.
- Initiate letter of Student Lateness and/ or absences and forward to parents/caregiver.
- File copy of Late or Non Attendance letter in student file.
- Involve ACEO when Aboriginal student's attendance is an issue.
- Contact Attendance Officer for a pre-referral and follow up referral if required

EXEMPTION FROM ATTENDANCE

- The Principal may approve family/ travel for up to 12 months.
- For exemptions of more than 1 month the Principal will work with parents to ensure students are not educationally disadvantaged during the absence.
- Medical and other exemptions of more than 1 month are to be submitted to the Central Delegate and/ or Director of Special Education.

March 2013.