

Attendance/Absence Policy

Parent Responsibility

Once enrolled, children are required to attend school each day. Parents must accept the responsibility for their child to attend punctually and regularly on every day the education program is offered and to comply with the education program being offered.

In the event of an absence, parents must provide an explanation to the school on the day of the absence. If parents are aware that their child will be late due to a morning appointment, they are also required to contact the school stating the expected time of arrival for their child. For extended periods of absence, such as family holidays, parents are required to complete an exemption form for each child (available from the Office).

Notification is required by law for all occasions when a child is not at school. Notification can be made by phoning the school on 8294 9811 or by using the mobile phone SMS service (0427016460) stating student name, room number and reason for the absence. Parents will receive a text message from the school for any unexplained absence.

Students arriving late need to sign in at the Office before entering their class. Students are not permitted to leave the school grounds during school hours. Parents wishing to take children out of school during the day are required to report to the Office prior to collecting their child so that the child can be signed out and a permission to leave slip be printed.

Teacher Responsibility

Teachers are required to mark the roll online as soon as possible at the beginning of the school day. This allows Office staff to make further changes as required. In the event of Internet problems, roll books will be manually used to mark the absences of the day, and sent to the Office to be processed.

Roll books are legal documents. The roll book contains all the absence codes that are required to be used by DECD. Roll book information for the current week is printed on Friday. New roll sheets must be checked weekly and signed at the bottom to verify it is correct.

If a child is absent unexplained for three days, parents are contacted by teachers. Teachers will make a note in their roll book that parents have been contacted. Further follow up by the Principal or Deputy is made for lengthy or continual absence. Teachers adhere to Absence criteria as per the Staff Handbook.

Students are **NOT** permitted to mark the roll as this remains the legal responsibility of the class teacher.

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