



ATTENDANCE GUIDELINES

RATIONALE

Every child has the right to an education.

From the age of six years, there is a legal requirement for children to attend school. Parents and schools have an obligation to ensure children are enrolled in and are attending school.

PURPOSE To assist students to attend school on a regular basis which is vital for effective learning. To

ensure that school attendance is effectively monitored.

To respond appropriately to attendance problems.

GUIDELINES

Parents should contact the school to notify and explain their child's absence, preferably on the morning of the absence.

Attendance at school will be monitored twice daily using the school's electronic register at 9:05 am and 1:20 pm.

Students who arrive at school after 9:05 are to report to the office to notify their presence.

The Office Administrator will ring home to inquire about an unexplained absence.

Parents of caregivers must sign students out when taking them from the school grounds.

The Principal is responsible for ensuring that patterns of absence are identified and appropriately dealt with.

Irregular attendance will be dealt with by the Principal making contact with the parent or caregiver to discuss the concerns.

If the situation does not improve, a letter from the Principal will be sent home outlining the concerns.

If there is still no improvement in attendance, a second letter signed by both the Principal and the Board Chairperson will be sent home outlining concerns and making mention of the Attendance and Truancy Service as a possible course of action.

The Principal will provide a status report to the Board on any current or possible cases of truancy and the action taken by the school staff.

The school will liaise with other agencies to follow up consistent unexplained absences (eg. Truancy Service, Child, Youth and Family Service).

The Principal will utilize the online Attendance Service and local Truancy Service (REAP) when dealing with any prolonged unjustified absences or truancy.

If a child is to be absent for more than five consecutive school days and will not be attending any other school (eg. family trip), a parent is to notify the Principal in writing.

If a child is absent for more than twenty consecutive school days, without explanation, the child will be removed from the school roll.

A student's attendance will be recorded in their End of Year Report.

Reviewed: July 2015

Next Review: May 2019