

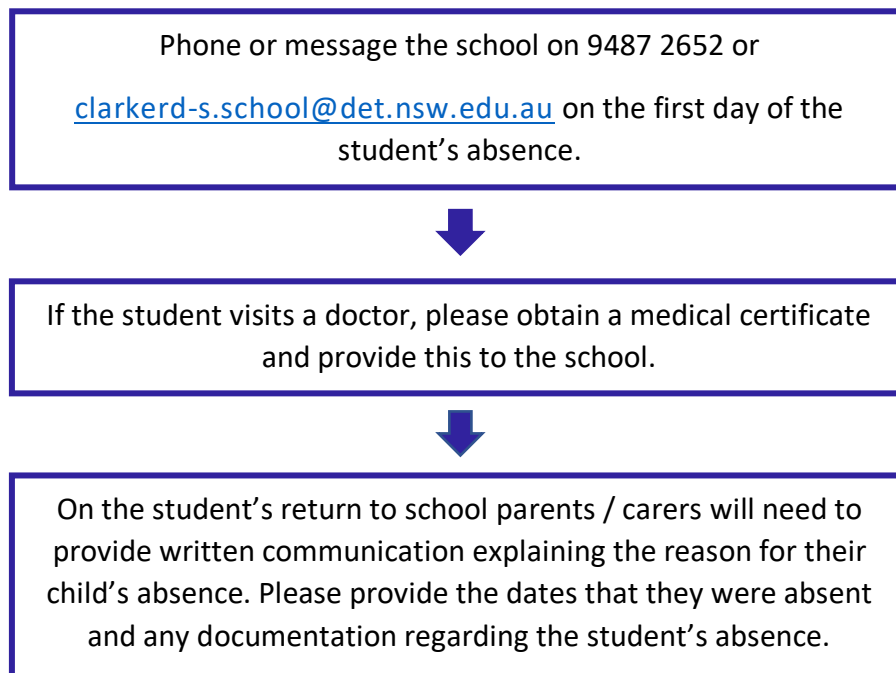
Attendance Procedure

Attending school every day is very important. Children learn each day by building on what they have learnt the previous day/s. If your child is absent from school their learning routine is interrupted and they also miss valuable opportunities to build and nurture friendships.

Parents have a legal responsibility to send their children to school every day, for further information please refer to the DoE's school attendance policy

(<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>).

Attendance is recorded by the school each day. If your child is absent for any reason, please follow the diagram below.



Students should be at school unless they are:

- Sick or have an infectious disease.
- Attending an unavoidable medical or dental appointment (when possible, appointments should be made after school or during holidays).
- Required to attend a recognised religious holiday.
- Required to attend an exceptional or urgent family circumstance, including a funeral.

If your child will be absent from school due to planned hospitalisation, family circumstances or travel, the parent/carer must contact the school to organise an Exemption from School form. If approved, it will be completed by the school principal and/or the school director. This process must occur prior to the event. When applying for an exemption from school due to travel, original documentation such as flight tickets must be provided to the principal. The principal can then decide whether the exemption from school will be approved.

Students are expected to arrive by 9.05am each school day. If your child arrives late to school or needs to leave early, please sign your child in or out at the school office with a reasonable explanation. A staff member will be called to the office to collect or deliver the child. Regular and ongoing patterns of late arrival or early departure may require further explanations.

Legislative Requirements

Unexplained absences are marked in the attendance roll. Teachers will send a reminder note home, via Class Dojo or the communication book, if there are any outstanding absences. While staff at school will put in place measures to address unexplained absences it is the parent /carer's responsibility to ensure they discuss this matter with the school. If the absence continues to be unexplained then this may lead to a referral to the DoE Home School Liaison Officer. The role of this officer is to work with families to ensure attendance remains at an acceptable level and in extreme circumstances; this may result in legal consequences for the parents/carers.

As outlined in the DoE's School Attendance Policy

(<https://education.nsw.gov.au/policylibrary/associated-documents/Student-Attendance-in-Government-Schools-Procedures-2015- word-version.docx.docx>):

- Principals can request that the parents provide a medical certificate if they have concerns with the explanation provided or where there is a history of poor attendance.
- Where principals have concerns about the medical certificates being produced for absences, they can ask the parents to request that the medical certificate states 'the child is unfit for school' on specified dates.
- Where principals have ongoing concerns, they can request the parent's consent for a doctor to provide information to the school about their child's health condition. It is essential the school has all relevant information so that the learning and health care needs of the student can be addressed. If the request is denied or if the principal is still not satisfied with the reason for absence, they can record the absence as 'unjustified'. The principal must consider whether the habitual absence or parental attitude places the child or young person at suspected risk of harm.

If you are experiencing difficulty getting your child to school, please talk to the class teacher or principal so that the situation can be resolved as quickly as possible.

PRINCIPAL: Rebecca Saunders

DATE: September 2021