



POLICY TITLE:	ATTENDANCE AT SCHOOL	
IMPLEMENTATION:	2010	
REVIEW DATE	2012	2015

1. Policy Statement

The Education Act 2004 (the Act) mandates that children who are at least 6 years old and under 17 years of age must receive an education at either a government school, a registered non-government school, or by means of a registered home education program. Enrolment and attendance at a school or registration for home education is therefore compulsory during these years. Parents/ Carers are responsible for ensuring that children of a compulsory school age attend school and information pertaining to this may be requested by the Chief Executive, Department of Education and Training or a delegated officer. It is also the responsibility of parents/carers to provide information to the school about any absences.

2. Rationale

The aim of this policy is to clarify the responsibilities of Kingsford Smith School in encouraging attendance, reporting and managing absenteeism as determined in the Act.

3. Definitions

Attendance roll:

Any and all hard copy documents or electronic records, which in some way record both the attendance and non-attendance of a child at school, scheduled sessions at the school and / or an approved educational course.

Authorised person:

A person appointed by the chief executive under section 67(government) of the Act.

Parent:

A person having parental responsibility for a child under the *Children and Young People Act 1999*, including a person who is a carer under the *Children and Young People Act 1999*, section 5, i.e. a person who provides regular and substantial care for the child or young person.

Student:

A person who is enrolled as a student in a school in accordance with s33 of the Act.

4. Procedures

- 4.1 It is the parents' responsibility to ensure that a child who is of compulsory school age attends school. If a child is absent on approved leave parents must contact the front office on the first day of that leave giving the reason. If this is not possible, a letter explaining the absence should be sent with the child on the first day of their return to school. In the case of a planned absence, parents should contact the school as soon as the relevant information is available.

Approved absences include:

- illness, including recovery from major illness, injury or medical condition
 - medical or dental treatment
 - bereavement
 - religious or cultural observation
 - family holidays or extended visits overseas
 - attendance at a wedding
 - attendance at court or other legal hearings or meetings associated with hearings
 - participation in sanctioned debates, eisteddfods, sports, musical or theatrical productions not directly arranged by the school
 - participation in interstate, national, or international sporting event or equivalent
 - sanctioned extended absence in relation to children of travelling families.
- 4.2 All attendance information is passed on to teachers and entered into class rolls. These rolls are marked each morning and afternoon in the primary school and each lesson in the middle and senior schools. Where a student is absent without explanation, parents/carers will be contacted via a SMS message sent to the primary carer. For any parent/carer questions relating to a SMS the front office should be contacted so that any adjustments can be made.
- 4.3 School operates between the hours of 9.00 am and 3.00 pm and it is expected that students will arrive in time for class. If a student arrives late they need to report to the front office/hub so that rolls can be amended.
- 4.4 Where a teacher has concerns about a student's attendance, these concerns should be relayed to their immediate supervisor and a referral made to the Student Focus Team.
- 4.5 If there are concerns regarding a student's attendance a letter will be sent home. If concerns continue, a meeting will be arranged with parents/carers to discuss those concerns and if necessary to develop a support plan in conjunction with the Student Focus Teams and any other relevant agencies.
- 4.6 The Act mandates that principals must refer parents and children to support services when school procedures encouraging attendance are not successful. The principal will contact the relevant schools' director to discuss the individual needs of the child and negotiate the involvement of an appropriate authorised person who will assist in resolving those issues hindering attendance.
- 4.7 The school attendance policy will be communicated to students, parents and staff at least each semester. This policy will be discussed with all staff members at the start of each year.

5. Contact

For further information or to discuss the content of this document contact Principal, Kingsford Smith School.