

Attendance

1 **Policy:**

2 All children of school age are to be engaged and attending full time schooling unless other
3 tuition or exemptions are approved.

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5 **Purpose:**

6 1. To maximise learning opportunities by ensuring students attend school regularly.

7 2. To establish practices that ensure attendance is monitored effectively.

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9 **Guidelines & Procedures:**

10 1. Teachers are to maintain an accurate Attendance Register, including obtaining and
11 filing absentee notes. Primary school Attendance Registers are to be updated three
12 times daily, at the commencement of the school day and immediately after recess and
13 lunch breaks. High school Attendance Registers are to be updated at the
14 commencement of each period.

15 2. Parents of children who are absent without notification are to be contacted as early as
16 is practicable on the day of the absence by the school secretary or nominated staff
17 member.

18 3. Administrative staff are to contact parents/guardians of absent students (if no notice
19 of absence has been previously received) as soon as is practicable to ascertain the
20 reason for the absence. A log of the contact made is to be maintained in the student's
21 records in SEQTA, detailing date, student name, parent/guardian contacted, time and
22 reason for absence.

23 4. If the parent/guardian is not contactable, the attempt to contact is to be logged.

24 5. Parents of absent students are requested to provide written explanation to the
25 classroom teacher on the first day that the student is back in class. Any absentee notes
26 received must be filed in the designated folder under student names by the classroom
27 teacher.

28 6. Teachers are to report cases of ongoing absence to the principal as per the Truancy
29 Policy, in which case the guidelines of the Truancy Policy should be followed.

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31 **Evaluation:**

32 The policy will be reviewed every three years.