

**Holy Family Primary School
GOWRIE**



ATTENDANCE

Procedure



Attendance Policy

Holy Family Primary School adheres to the Catholic Education Archdiocese of Canberra and Goulburn's Medical Welfare of Students. This policy can be accessed via the following link.

Attendance at School (ACT) Policy

<https://intranet.cg.catholic.edu.au/formandpolicies/layouts/15/WopiFrame.aspx?source=doc=/formandpolicies/Lists/Policies%202015/Attachments/90/Assessment%20Policy.pdf&action=default>

Purpose

Holy Family Primary School believes that regular attendance at school increases the opportunity for children to participate in the life of the community and to optimise students' learning.

The **Education Act** requires that children of school age (six-sixteen years) resident are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Education Department.

Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult.

Absenteeism contributes significantly to student failure at school.

All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.

This procedure aims to maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences.

Procedure

Rolls are marked twice daily and all absences noted. All absentee notes must be signed and dated by the teacher. At the end of each term rolls and notes are collected, checked, signed and dated by the Assistant Principal. At the end of each Year the rolls and notes are collected by the school secretary and stored in the archives. These are then kept for the period prescribed by the Education Act.

Parents are reminded by newsletter to contact the school by letter, school App, email or phone to advise of a child's absence. Phone messages and emails are passed onto the relevant teacher. Phone messages must be followed up with a written note on the child's return.

If concerned about a student's attendance history, a teacher will inform the Principal or Assistant Principal who will endeavour to contact the parents by phone to discuss the child's absences. If absences continue, a letter is sent advising the parents of the legal requirement to attend school on a daily basis. A date is given by which time the parent/guardian needs to respond.

If attendance remains a problem, a notification is sent to the Catholic Education Office to report the poor levels of attendance. The CEO will then write to the parent setting a date by which the parent needs to respond. If no improvement in attendance is made, the CEO will notify the Non-Government Schools Office.

If a student is absent without notification over an extended period of time, every attempt will be made to contact the parent. Emergency contact person may also be contacted if parent cannot be contacted. The school will then contact the Catholic Education Office for guidance if no contact can be made with any party. The roll will be marked as absent until the student returns or until the school is notified that the child has enrolled at another school.

Expectations

Illness or bereavement is reasonable grounds for an absence. Shopping excursions, or birthday parties are not.

Overseas holidays are always encouraged and because of their length need to be taken within and outside school holiday breaks. Holidays locally, should be taken during school holiday breaks whenever possible. The school must be notified if a student will be away from school on holiday for an extended period.

Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.

Parents have a further responsibility to provide a written note or return a completed absence form (See Form 1 below) to the school explaining why an absence has occurred.

Commitment

The principal has a responsibility to ensure that attendance records are maintained and monitored at school.

Teachers record all student absences in both the morning and the afternoon.

The Department of Education, the Catholic Education Office and enrolment auditors may seek student attendance records.

The principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained.

The principal will contact parents of students with high levels of unexplained or unapproved absences, with the view to developing and implementing strategies to minimise absences.

Ongoing unexplained absences, or lack of cooperation regarding student attendance will result in a formal attendance conference being organised. Unresolved attendance issues may be reported by the principal to the Catholic Education Department of Human Resources.

Student attendance and absence figures will appear on student semester reports.

Aggregated student attendance data is reported to the Department of Education and the wider community each year as part of the annual report.

References

Children and Young People Act 2008 (ACT)

<http://www.legislation.act.gov.au/a/2008-19/current/pdf/2008-19.pdf>

ACT Education Act 2004

<http://www.legislation.act.gov.au/a/2004-17/current/pdf/2004-17.pdf>

Territory Records Act 2002

<http://www.legislation.act.gov.au/a/2002-18/current/pdf/2002-18.pdf>

Exemption Certificates

http://www.det.act.gov.au/_data/assets/pdf_file/0018/107118/Draft_Exemption_Certificates_Policy.pdf

Education Options (other than school)

http://www.det.act.gov.au/_data

Non-Government School Attendance

http://www.det.act.gov.au/_data/assets/pdf_file/0017/107117/Nongovernment_School_Attendance_Policy_Draft.pdf

Forms

Reason for Absence Note

ACT Application for Exemption Certificate

<https://intranet.cg.catholic.edu.au/StaffServices/Forms/Lists/CEO%20Forms/Attachments/470/ACT%20Application%20for>

Approved by:	Holy Family School Board
Implementation Date:	May 2013
Policy last Updated:	April 2016
School Contact Officer:	Anne-Marie Marek



Holy Family School Gowrie

Reason for Absence

Dear _____,

Your child _____

has been absent from school on the following date/dates

A written explanation of all absences is a legal requirement for our class rolls. Please complete the section below and return it to your child's classroom teacher. Thank you.

My child was absent from school because

Signed _____ Date _____