



SCHOOL ATTENDANCE POLICY

Students in public schools are expected to attend every day the school is open for instruction, an essential ingredient for a child to achieve their potential.

The Education Act (1990) requires parents to ensure that children of compulsory school age attend school on each day that the school is open for instruction. If children are absent from school, parents are required to provide the school with an acceptable explanation within seven days of the absence.

Explanation of Absence

We are required to register absence explanations to justify your child's absence from school and rely on parents completing this task either before or immediately after the absence.

TARGET

Our goal is to have **100%** of absences explained and to support this target we have restructured our process.

1. If a child is away and no explanation has been received an **SMS message** will be dispatched requesting a reason. All you need to do is reply with a brief explanation. **OR**
2. Go to the Sentral Parent Portal - Absences then **+** tab, complete the information and send **OR**
3. Send a written explanation to school with your child. **OR**
4. Phone 65599084 and provide a verbal explanation.

EXTENDED LEAVE

Family Holidays that take place during the school term and have a duration of 6 school days or more require parents to complete the **Application For Extended Leave** and have this approved by the principal prior to the holiday.

Family Holiday – Parents planning a family holiday during a school term **must**

1. Notify the Principal of the intended absence
2. Complete an Application for Extended Leave (if greater than 5 days) prior to the event.
3. If accepted, Principal will issue a Certificate of Extended Leave authorising approved absence from school.

Regulations and Requirements

- Attendance is registered and monitored on a daily basis.
- Attendance concerns will be raised with parents and support services contacted when required (HSLO, Learning and Wellbeing Officer, CWU)
- **DoE Guidelines** - Students with an attendance rate below 90% (absent 20 days or more a year) are **educationally at risk**.

Grant Timmins
Principal