



Attendance Policy

Rationale

St John the Apostle 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 to 15 years) 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 such as illness.

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

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

All student absences are recorded both in the morning and the afternoon by teachers, according to the instructions found in the front of the rolls.

The Department of Education and enrolment auditors may seek student attendance records.

Attendance Data is required to be reported on in the school's Annual Report

Aim

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

Agreed Practice

Parents are reminded by Newsletter to contact the school by letter or phone to advise of child's absence. Phone messages are passed on to relevant teachers. 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 to be sent advising the parent of the legal requirements to attend school on a daily basis.

If a student is absent without notification over an extended period of time, attempts will be made to contact the parent. The roll will be marked as absent until the student returns, or until the school is notified that the student has enrolled in another school.

If attendance remains a problem, a notification will be sent to the Catholic Education Office. The CEO will write to the parent setting a date by which the

parent needs to respond. If no improvement in attendance occurs, the CEO will notify the Non-government school's Office.

Class Rolls and notes are kept for the period prescribed by the relevant Acts.

Resources

CEO Attendance Policy – www.ceo.cg.catholic.edu.au

Administration Agreed Practice

Policy Review

The Attendance Policy is reviewed at least once each five years in line with current Registration practice. The policy may be reviewed more often than that according to need and educational trends.

Reviewed by:	Philippa Brearley and Anthony Ganley
Revision date:	5 May 2015
Approved by:	Matthew Egan-Richards
Implementation date:	2015