

# ATTENDANCE POLICY



## Rationale:

- The *Education Act* requires that a child who has turned five on or by January 1 in any year must start school in that year or be provided with home education. Students 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.

## 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.

## Implementation:

- 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.
- Illness is reasonable grounds for an absence, shopping excursions or birthday parties are not.
- Parents have a responsibility to ensure that their children attend school regularly and are only absent if ill or if absolutely necessary.
- Parents may be asked to provide a written note to the school explaining why an absence has occurred.
- The principal has a responsibility to ensure that attendance records are maintained and monitored at school.
- All student absences are recorded in both the morning and the afternoon by teachers, are aggregated on our database.
- 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 **Office of Education Registrar and Compulsory Conciliation** may commence ([oer.tas.gov.au](http://oer.tas.gov.au)).
- Student attendance and absence figures will appear on student half year and end of year reports.
- Children are marked off each morning by teachers using Compass. At 9.30am any "absentees" are rung to find out if there is a problem if the school has not been notified already.
- Children coming in to school late must go via the office and are issued with a "LATE PASS" to alert the office of either changes to attendance in office or to alert teachers to amend the register if it hasn't been sent to the office.

## Evaluation:

- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by the school in May 2024