

TRENTHAM SCHOOL STATEMENT OF INTENT

STUDENT ATTENDANCE

Reviewed by Staff – November 2018

Reviewed by Board – November 2018

Ratified by BOT – November 2018

Next review date – November 2021

Purposes

1. To ensure that all children gain the maximum benefit from their schooling through regular attendance.
2. To ensure that the right of each student to attend school on a regular basis is monitored in compliance with all related legal requirements.
3. To ensure that there are effective channels of communication between home and school.

Guidelines

1. Parents are asked to contact the school before 9.00am if their child is going to be absent. They may phone, email, text or write a note to explain absences or lateness.
2. An electronic attendance system, eTap, will be used to document attendance and non-attendance. If eTap is not accessible teachers/relievers are required to send a paper copy roll to the office.
3. Student attendance will be recorded twice a day at 9am and 1.30pm, together with the reason for any absence using the approved absence codes.
4. Every effort will be made to contact a parent/caregiver whose child is away without explanation, as soon as possible, to ensure the safety of the child.
5. Students are expected to attend school every day unless they have a justified reason.
6. Students are expected to be at school on time in order to begin their learning at 8.55am.
7. At the end of the school day students are expected to go directly home or parents are to have made alternative arrangements, e.g. after school care, sports coaching.

8. The following are considered to be justified absences:
 - Sickness
 - Doctor or dentist appointments
 - Attending family funerals
 - Extreme weather conditions
 - Health Camp
 - A special personal circumstance that has been discussed with the Principal
9. Holidays during term time are regarded as unjustified absences, even if discussed with the Principal.
10. If a class teacher or the office staff becomes concerned about the amount of absenteeism or lateness a student has, then the school's process for dealing with non-attendance may begin. This will involve letters sent home to parents/caregivers requesting to meet, and outside agencies, such as the Attendance Services, may become involved.
11. Where a child is absent regularly due to 'illness' the parent is phoned and the Public Health Nurse may visit and assist where required.
12. All children must be signed out at the office by a parent/caregiver if they are taken out of school during school time.
13. The principal will regularly report to the board on attendance at Board meetings.