

ATTENDANCE POLICY

OUR PURPOSE

The Education Act 1990 requires students between the ages of six and fifteen to attend school whenever the school is open and instruction is provided or be registered with the Board of Studies for home schooling. Stanmore Public School, as part of the NSW government school system, implements all Department of Education and Training policies and procedures in relation to attendance and promotes good attendance and punctuality so as to maximize learning outcomes for students.

OUR POLICY

Regular attendance at school is essential to assist all students to maximize their potential.

The school, in partnership with parents, is responsible for promoting the regular attendance of students.

The school maintains accurate records of attendance in an approved format.

All school personnel are provided with information on attendance requirements and their obligation to monitor and promote regular school attendance.

The school informs parents promptly when their children are absent from school without explanation.

The school ensures that all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly and appropriate intervention strategies are implemented.

OUR PRACTICE

Parents are responsible for;

- ensuring their children attend school regularly and arrive on time;
- explaining their children's absences promptly to the school.

The school maintains an electronic register of attendance which requires teachers to;

- Mark the roll daily;
- Record all full-day and partial absences accurately;
- Record parents' explanations for their children's absences accurately;
- Advise parents promptly in writing when their children are absent from school without explanation
 - o on the day the student returns to school;
 - o after three consecutive days of absence if the student has not returned to school;
- Send their Class Absence Sheet for the current week to the office each Friday preferably, but NO LATER THAN recess on the following Monday morning;
- Send a second notice to parents if no explanation has been received after ten days;

So that the school can investigate all instances of unsatisfactory attendance and implement appropriate intervention strategies:

- Class teachers advise the School Attendance Coordinator promptly of all instances of unsatisfactory attendance and repeated instances of absence without explanation;
- The school attendance coordinator refers all cases of unsatisfactory attendance to the Home School Liaison Officer after consultation with the principal.
- The school assists parents to seek exemption from attendance from the Regional Director in particular circumstances, including extended overseas travel.