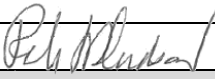




## St. Patrick's School, Nhill

# STUDENT ATTENDANCE POLICY

Recommended by SAC		Ratified	Next Review Date
27/3/2019		27/3/2019	2022
<b>Policy Authorisation</b> – Canonical Administrator			
Fr. Peter Hudson		Signature 	
<b>Document History</b>			
V1.1	2019	Review	
V1.0	2016	Adoption	

### Introduction

In accordance with the *Education and Training Reform Act 2006*, children of compulsory school age are required to be in full-time attendance at a government or registered non-government school (unless receiving approved home tuition or correspondence education). In exceptional circumstances, an exemption from school attendance may be granted.

### Purpose

This policy outlines the school attendance requirements for all St. Patrick's School students. Student attendance depends on active cooperation between the School, parents/guardians and the student.

### Application

This policy applies to students, staff, parents and guardians of St. Patrick's School.

### Background

Research into school attendance has identified factors that facilitate effectiveness in maintaining student attendance. In this regard St. Patrick's School aims to provide:

- a supportive school environment;
- a curriculum that provides for all students;
- structures and approaches that facilitate the success of all students;
- effective record keeping;
- prompt follow-up of absences;
- close liaison with parents/guardians;
- guidance and support for those with attendance problems; and
- a cooperative community/interagency approach to the area.

### Attendance Standards

The School is subject to the attendance standards of the Department of Education and Training (DET) under the *Education and Training Reform Act 2006*.

### Parents

It is the obligation of parents and guardians to inform the School of the reason for a student's absence. Parents/guardians are encouraged to notify the school in advance of any absence, where

practicable. Where there is any doubt about the whereabouts of a student, prompt communication will occur with the parents/guardians. Parents/guardians are required to inform the school of student absence by one of the following methods:

- Absent Note; or
- Phone call to the school office on 03 5391 1575; or
- School communication app.

Late Arrival, Early Departure or Temporary Absence must be recorded using the SIMON Kiosk or a note provided for this purpose at the school office.

### **Teachers**

The roll will be accurately marked twice daily. Records are kept of all absences, including late arrival, early departure and temporary absence in the school's Student Administration Software. It is acknowledged that both the roll and any absentee notes are legal documents.

### **School**

Attendance rolls are reviewed by the Principal on a regular basis. Any unexplained absences are followed up with prompt communication to parents or guardians in accordance with the school's Student Attendance Monitoring Procedure.

### **Long term absence due to illness or injury**

Where a student is unable to attend School for an extended period of time due to injury or illness, the School will maintain ongoing communication with parents/guardians regarding curriculum activities and events. Where possible, the School will provide a modified school program to assist with recovery.

### **Permission to Remove Student during Term Time**

Where parents/guardians wish to remove their child from class during term time for the purposes of leisure or non-school related activities, permission must be sought in writing in advance from the Principal. It is expected that where possible, any appointments will be made outside of school hours so as not to disrupt the learning outcomes of students.

Student Absence Learning Plans, which will detail work to be completed by the student during their absence, will be developed in conjunction with the classroom teacher.

### **Sanctions**

At the discretion of the Principal, prolonged unexplained absences from School may result in sanctions, including expulsion.