



# ATTENDANCE POLICY

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## **Rationale:**

Regular attendance of students at school is expected. It is important to be aware of a student's attendance pattern and address any ongoing pattern of absence.

## **Goals:**

- To keep reliable records of student attendance.
- To monitor attendance patterns.
- To communicate with parents where attendance is not regular.
- To address issues that may be impacting on the ability of a student to attend regularly.

## **Implementation:**

- The Roll is maintained electronically and is marked twice a day, in the morning by 10.00am and again in the afternoon by 3.00pm
- A hardcopy is automatically generated and sighted by the School Secretary.
- When a student returns to school from an absence, an explanation note is required. These Absence Notes are maintained and archived at the end of each year. An Absence Form is available on the Online Parent Page.
- Where there is a pattern of unexplained absences, this is reported to the Principal or Deputy Principal who will make contact with the parent. Monitoring and support are provided to ensure regular attendance is maintained.