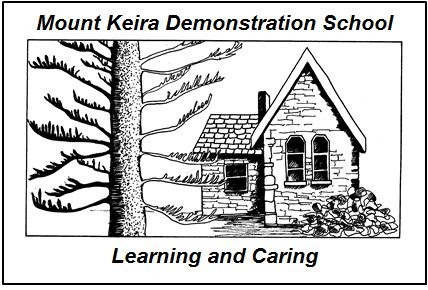
MOUNT KEIRA DEMONSTRATION SCHOOL

Attendance Procedures



**Introduction**

Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. Schools in partnerships with parents are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, record and monitor part and whole day absences. Schools, in providing a caring teaching and learning environment, which addresses the learning and support needs of students, including those with additional learning and support needs or complex health conditions, foster students’ sense of wellbeing and belonging to the school community.

**Responsibilities of School Staff following an Absence**

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| --- | --- | --- |
| After 2 days of absences where the school has not been contacted | Classroom teachers | Contact parents |
| After 7 days of an unexplained absence | Administrative Staff | Absentee Notice – Compulsory School Attendance via telephone, email or SMS. (See Appendix A) |
| After 9 days of an unexplained absence | Principal (Administrative staff to advise Principal) | Phone call to parents |

**Unjustified Absence**

Principals can decline to accept an explanation for an absence. If an absence is unjustified, the Principal needs to advise the parent that the explanation has not been accepted and a reason for the decision provided.

**Frequent Absences Explained as Due to Illness**

The Principal will meet with parents to discuss the health care needs of the child. A medical certificate needs to be provided stating that the “child is unfit for school” on specified dates. The Principal may request to consult with the child’s doctor.

**Unsatisfactory Pattern of Attendance**

A child is considered to have an unsatisfactory school attendance when they have:

• regular absences without explanation (despite follow-up from the school)

• regular absences and explanations provided by parents are not accepted by the Principal, or

• extended periods of absence without an explanation or the explanation is not accepted by the Principal. An extended period of absence may be consecutive or irregular patterns of non-attendance.

The school will put in place school-based strategies

* Meeting with students and parents
* Referral to the Learning Support Team
* Development of an Attendance Improvement Plan
* Referral to the School Counsellor

If a range of school-based interventions have been unsuccessful, referral will be made to the Home School Liaison Program. (see Appendix B) and then the Child-wellbeing Unit or Child Protection Hotline if required.

**Record-Keeping Requirements**

* A Register of Admission maintained on ERN.
* Records of explanations of absences retained for two years.
* Attendance registers to be retained for 3 years and stored in a secure location.
* Student absence information recorded on Student Record Cards.

**Applications for Extended Leave (Travel)**

For travel within a school term of any number of days in length, the parent/carer must complete an *Application for Extended Leave – Travel* (See Appendix C). The school will then issue a *Certificate of Extended Leave – Travel* (See Appendix D). The absence, if approved by the Principal, will be recorded as “L”- Leave.

When travel exceeds one term, access to Distance education must be considered.