



## Attendance Policy

### Purpose

It is the policy of the school that all students should attend school on a daily basis. It is essential that each student establish a regular pattern of attendance. Regular attendance is vital in developing sound learning habits and social relationships.

### Goals

Regular attendance will:

- Allow students to learn to their full potential.
- Ensure continuity of learning.
- Ensure that students develop sound friendships with their peers.
- Ensure that students will develop a positive partnership with the class teacher and other members of staff at the school.
- Instill in students the importance of establishing and adhering to a daily routine.

### Implementation

- The school will inform the parents of all students enrolling at the school the importance of regular attendance. This will be done through P.S.G.s.
- The school will keep daily records of attendance.
- Parents will be informed through the Communication Book of any concerns relating to attendance.
- Half Year and End of Year reports will contain a record of number of absences – year to date.
- At the start of each year the class teacher will be informed of any student who has had more than 10 days absence in the previous year.
- The school is aware of the extreme nature of some student's medical needs. Extended absences due to medical conditions are understood and accepted.
- Staff will notify the Principal of any unexplained absences of more than 1 day duration at which stage the Principal or Welfare Officer will contact the family or H.S.L. person.

### Evaluation

- Student attendance will be measured against the state mean average.
- School target – the average absence for all year levels will be at or below the state level.

This policy was ratified by School Council at the meeting held : 26<sup>th</sup> March 2020  
This policy will be reviewed in 2022

PRINCIPAL :-

PRESIDENT: