



Burraneer Bay Public School

Attendance Policy and Procedures

Parent Information

Parents of children from Kindergarten to Year 12 must ensure their children attend school every day. Every day a student attends school enhances their learning and wellbeing outcomes. Schools in partnership with parents, are responsible for promoting the regular attendance of students.

95% + is our expected student attendance. Students with attendance rates below 90% may be educationally at risk.

Expectations

Students are expected to arrive at school **before** the commencement of the school day. **All rolls are marked at the beginning of every school day** and recorded using the Sentral Attendance Module.

Students who arrive at school after 9:10am are to be accompanied by a parent to the school office. They will receive a late arrival slip and marked as **late / unjustified** on the school roll.

Informing the School of an Absence

Parents are required to inform the school immediately when their child is absent by

- Sending an SMS– **0409594864** – **before 9:00am** on the day their child is absent.
- **Including the child's name, class and reason for the absence.**

Parents of students who are absent from school without an explanation (**email, phone or SMS**) will receive an email alert at 11:00am on the day of the absence. If no explanation is received, an additional email will be sent the following day at 11:30am to remind parents to provide an explanation for their child's absence.

Justified reasons for student absences may include:

- Being sick or having an infectious disease
- Having an **unavoidable** medical appointment
- Being required to attend a recognised religious holiday.
- Exceptional or urgent family circumstances e.g.attending a funeral.

Systems used to follow up on full day and part day absences.

- Email alert on the day of the absence.
- Follow up email the following day (if no explanation received)
- **If a student is absent for 2 days or more without an explanation the parent will be contacted.**
- Parents are required to explain the absences of their children from school **within seven days** of the first day of any period of absence.

A Pattern of Attendance causing Concern

It is the class teacher's responsibility to identify a pattern of attendance that is causing concern or if the parent has failed to provide a satisfactory explanation for absences.

- If a teacher is concerned about a student's attendance the Deputy Principal will be notified.
- The Deputy Principal will contact the parent by phone to discuss the student's attendance.
- If that is unsuccessful the parent will be notified by email / letter.
- If this is unsuccessful the Home School Liaison Officer will be contacted.

Support Agencies

Parents who organise speech therapy / occupational therapy inside of school hours (9:10 – 3:10) are required to provide a letter from the therapist stating that the support is necessary for the child and at this stage they do not have any appointments available outside of school hours.

Once received, this information will be reviewed by the school and approval given if the requirements are satisfied.

Attendance will be marked as **L (Explained Approved Leave)**

If these processes are not followed and you organise speech therapy / occupational therapy inside of school hours, your child's attendance will be marked as **Unjustified / Absent**

Holidays taken outside school vacation periods.

Holidays taken outside school vacation periods are not encouraged.

Parents must complete an Extended Leave Application and submit it to the school 3 weeks prior. These forms are available from the school office.

Holidays taken outside school vacation periods are included as absences if they have not been approved by the principal and are to be marked as **Unjustified / Absent**.

Holidays taken outside school vacation periods which have been approved by the principal are to be included as absences and are to be marked as **L (Explained Approved Leave)**