Sacred Heart Catholic Primary School

ATTENDANCE POLICY PROCEDURES

For Vision and Mission Statement please click hyperlink below:

VISION AND MISSION STATEMENT

The principal is to maintain an Attendance Register (roll) in a format approved by the Minister. Attendance Registers must be available for inspection by the authorised person at the Catholic Schools Office.

The School Attendance Register is a legal document and cannot be altered after 7 school days. If an absentee note arrives after this period, it is to be recorded in the note section of the register. All notes are to be signed and dated.

Parents and Carers are required to explain the absences of their children from school promptly and within seven school days to Sacred Heart Catholic School.

The Principal must;

- provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- ensure that attendance records are maintained and are accurate.
- ensure that the School Consultant is informed of attendance problems and issues. This includes providing the School Consultant or nominee with regular information about students for whom chronic non-attendance is an issue.
- ensure that staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at Sacred Heart Catholic School.

The Principal has the authority to grant;

- sick leave to students whose absences are satisfactorily explained as being due to illness.
- exemption from school attendance for periods totalling up to 50 days in a 12 month period for any one student.
- part-day exemptions from school for periods totalling up to 50 days in a twelve month period.

Maintaining Attendance

Parents are responsible for:

1. ensuring that their children attend school regularly.
2. explaining the absences of their children from school promptly and within seven days to the school.
3. taking measures to resolve attendance issues involving their children.

School staff are responsible for supporting the regular attendance of students by:

1. maintaining accurate records of student attendance.

2. Implementing programs and practices to address attendance issues should they occur.
3. Providing clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.

The principal is responsible for:

1. ensuring that attendance records are accurately maintained
2. ensuring staff accurately record the attendance of each student
3. informing the School Consultant or nominee is provided with regular information about students for whom chronic non-attendance is an issue and for whom school strategies have failed to restore regular attendance.
4. all cases of unsatisfactory attendance and part or full day absences from school are investigated promptly
5. that appropriate intervention strategies are implemented
6. undertaking all reasonable measures to contact parents promptly of an unexplained absence. This contact may be made either by providing the parent with an Absentee Notice, by telephone, email or SMS text message.

The Principal;

7. may approve up to 15 days in a school year for students of compulsory school age who have provided an explanation of the absence which has been accepted
8. may decline to accept as satisfactory an explanation for an absence. The parent should be advised that the explanation has not been accepted and the reason for the decision provided.
9. may request medical certificates or other documentation when absences explained as being due to sickness are frequent or prolonged. Medical certificates are not sacrosanct documents. Where principals have concerns about medical certificates being produced for absences, they can ask the parent to request that the doctor write on the certificate the statement ‘this child is unfit for school’ with specified dates included.
10. where having ongoing concerns can request the parents’ consent to contact the doctor. If the request is denied and where Principal is unhappy with the reason for absence, can record the absence as ‘unjustified’.