



# MONARO

## High School

### Policy | Attendance

#### Rationale

Monaro High School supports parents by monitoring student attendance and helping to address attendance issues when they emerge.

In New South Wales, 'compulsory school-age' means that all children from six to seventeen years of age are legally required to be enrolled and attending school. Parents or Carers are responsible for making sure that their children comply with these legal requirements.

(ref: Education Act 1990-amendments 2010)

#### Guidelines

- | Missing school means students miss out on vital information and maintaining learning routines.

##### Responsibilities of Parents re: Attendance

If students are absent from school, parents are required to provide the school with an acceptable explanation within seven days of the absence.

A note of explanation should contain:

- | Date that the note was written
- | Student's name
- | Days/dates the student was absent from school
- | The reason the child is absent
- | The signature of the child's parent or caregiver

Calling the school with a verbal explanation is also accepted. When calling the school please specify the reason why the student is away.

##### Justifiable Reasons for Absences

A justifiable reason for absences may include if the student.

- | Has an unavoidable medical or dental appointment (preferably, these should be made after school or during holidays)
- | Is required to attend a recognised religious holiday

- | Is required to attend an exceptional or urgent family circumstance (such as attending a funeral)

- | Is sick, or has an infectious disease

If the school has not been informed of a student's absence, after 7 days the absence is marked as unjustified.

Absences for reasons such as some of the following may not be justified.

- | Shopping
- | Sleeping in
- | Working around the house
- | Minding younger siblings and other children
- | Minor family events such as birthdays
- | Hair cuts
- | Private lessons taken during school time (including sport times)

It is important to realise that parents (including carers) may be prosecuted if children have recurring unjustified absences from school.

The principal of the school has the right to question parents' requests for their child to be absent from school, or an explanation given for a child's absence from school.

Attendance at all school functions, Swimming and Athletics Carnivals is compulsory.

##### Arrival on Time

Arriving at school and class on time:

- | Ensures that students don't miss out on the important learning activities scheduled early in the day when the students are most alert
- | Helps students learn the importance of punctuality and routine
- | Gives students time to talk to their friends before class and therefore, reduces the opportunity for classroom disruption

Lateness is recorded as partial absence and must be explained by parents or carers in the same way as other forms of absence.

## Guidelines con'td

### Attendance Exemptions

Parents and carers are encouraged not to withdraw their children from school for family holidays. A Certificate of Exemption can no longer be granted for this purpose. Families are encouraged to holiday or travel during school vacations.

When considering applications for Certificates of Exemption, principals may consider a variety of factors such as compassionate reasons, exceptional domestic circumstances, other exceptional circumstances, section 42D of the Public Health Act 1991 and participation in elite sporting events.

### Consequences for children not attending school may include:

- | Home School Liason Officer involvement
- | Centrelink payments affected with possible legal actions/prosecutions
- | Notifications to the Child Wellbeing Unit and/or the Department of Family and Community Services

## Evaluation

This policy will be reviewed as part of the school's three-year review cycle.