

**Cumnock Public School**

**Attendance Policy**

**Rationale:**

Regular attendance at school is essential for students to achieve quality outcomes. Schools, in partnership with parents and carers are responsible for promoting the regular attendance of students. Parents and carers of children of compulsory school age are responsible for ensuring their child/children attend school every day.

**School procedures and expectations:**

Attendance is everyone’s business. At Cumnock Public School, it is every staff member's responsibility to support parents and carers by monitoring student attendance and helping to address attendance issues when they emerge. As a school community, we meet our obligations under the department’s policy and the Student Attendance in Government Schools Procedures and Processes.

**An informed school community:**

Communication will be provided to parents and carers about the policy around compulsory school attendance is communicated through the school newsletter. Reminders about school attendance are provided through newsletters and information sheets. Parents and carers are reminded of their obligation to inform staff of their child/children’s absence and the ways this can be communicated to the school.

Staff are informed of their responsibility throughout the year at staff meetings and information is provided to all new staff through the school’s staff orientation processes.

**Accurate record keeping:**

Teachers mark class rolls daily at 9am using the School Bytes electronic platform. Students who are absent after role marking is submitted will have a notification go home to their parents/carers via email or text to ask where their child is. A nil response after 2 hrs will see another email or text sent. If no response is elicited from the second email or text a phone call to the parent/carer is made by the teacher or principal.

Reasons for absences given verbally or over the phone by parents/cares are to be recorded by staff, who will update information on School Bytes.

After 2 days of absence, with no response from earlier communication, the Principal will endeavour to make contact via text or a phone call.

**Leaving early/late arrival:**

Students going home during school hours should be collected by an adult and signed out at the front office. Should the adult collecting the student, not be the student’s parent/carer, the adult must be identified in the school records as having the parent/carer’s permission to pick up their child.

A note signed by the parent/carer will be kept as a record of the early pick-up. All partial absences are recorded in School Bytes by school office staff.

When a student arrives late for school, parents/carers are to sign in the student at the front office and provide a reason for being late.

**Students travel or holidays taken during the school term:**

From the beginning of 2015, as aligned with department policy, family holidays and travel are no longer considered under the ‘Exemption from School – Procedures’. Travel and holidays taken by students outside of school vacation periods will now be included as absences. A ‘Certificate of Exemption’ can no longer be granted for this purpose. Families are encouraged to holiday or travel during school vacations.

Where the principal considers that the travel is appropriate during the school term, the principal will issue the parents/carers with an ‘Application for Extended Leave – Travel’ for completion and inform the parent that if the application is accepted, the absences will be recorded as ‘L’ and a ‘Certificate of Extended Leave – Holiday’ will be issued.

If the principal does not believe the absence is in the student’s best interests and does not accept the reason provided, the absence will be recorded as ‘A’ and a ‘Certificate of Extended Leave – Holiday’ will not be issued.

**Exemption from school:**

As stated in the ‘Exemption from School - Procedure: School Attendance Policy’

PD 2005 0259, 2015 (https://education.nsw.gov.au/policylibrary/associateddocuments/exempt\_gui.pdf ),

students may be exempt from being enrolled at and attending school if the Minister or delegate is satisfied that conditions exist which make it necessary or desirable that a Certificate should be granted. A ‘Certificate of Exemption’ will only be granted when it has been clearly demonstrated

that an exemption is in the student’s best interests in the short and long term.



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