

Foster Primary School

Attendance Policy



Purpose:

The Attendance Roll monitors daily student attendance and is a permanent record of the attendance of all students. Attendances and absences shall be recorded at least on a half-day basis. Roll keeping is required by legislation and attendance records must be maintained on CASES21 or other suitable system.

According to the Education and Training Reform Act 2006 :-

“It is the duty of the parent of a child to enrol the child at a registered school and to ensure the child attends the school at all times when the school is open for the child's instruction.”

Implementation:

- Schools have a duty to promptly inform parents or guardians of unexplained absences. Irregular or infrequent attendance may be an indicator that students are experiencing difficulties, placing them at an even greater educational disadvantage. In the case of unexplained absences, the Principal will ensure that there is prompt communication with parents/guardians
- In the case of a child being absent from school, parents must notify the school as to the reason for their absence either at the office or through Compass
- All children are expected to arrive to school on time.
- It is important for schools and families to develop a shared approach that reflects the school and parent/guardian responsibility and commitment to regular school attendance. Parents/guardians are expected to sign their child/children in or out at the Office if there is a reason for them to arrive late or leave early.
- Foster Primary School follows the “It's Not OK To Be Away” strategy and will regularly publicise supportive information in the newsletter.

Private instruction during school hours

If parents/guardians wish their children to be exempted from attendance at school to attend lessons, application for exemption must be made in writing to the Principal.

The written request must include the following details:

1. the name, age and year level of the student
2. the period of the day for which the student will be absent from school and the length of time for which the absence is required
3. the instruction to be obtained
4. whether the instruction may be obtained locally outside school hours
5. travel arrangements to and from the lesson

The principal may give permission for a student to attend lessons away from school premises and during school time where permission does not involve the student in being absent for more than two hours per week of school time. The principal may or may not grant permission and will base that decision on:

- a. the perceived educational value to the student, bearing in mind the student's progress at school
- b. the practicability of the student attending classes outside school hours
- c. the arrangements made for travel and the student's safety.

Approval would not normally be granted for more than two hours per week.

Where approval is granted by the Principal, such approval shall be for a period of twelve months only, after which the parents should submit a new request.

This Policy was last ratified by School Council in June 2016