



LAMBERT SCHOOL

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Attendance Policy & Procedures

GENERAL

A child who is at least five years old, but not yet seventeen, is of compulsory school age (from 1 January), irrespective of distance from school, and is required to be enrolled at a registered government or non-government school and must attend the school on every day instruction is provided at the school for the child, unless the Minister has granted an exemption from school attendance. The following policy outlines the responsibilities of the School Community. Students, parents and school staff should have a clear understanding of their responsibilities in relation to attendance issues. Early intervention in attendance problems is critical to their eventual resolution. The School Community as a whole needs to work together to achieve this goal.

We believe that

- Future student success is determined by good attendance at school.
- Parent attitude to regular and on-time attendance is critical in avoiding students falling behind.
- Successful students are well organised and start the day on time.

RESPONSIBILITIES

Students

- Be punctual and attend school every day unless they have a valid reason for not being there e.g. illness
- Provide teachers with an appropriate explanation for their absences or late attendance (e.g. note or letter from parents/caregiver, medical certificate etc.)

Parents/Caregivers

Parents/caregivers are responsible for getting their children to and from school.

- They should actively encourage their children to attend school on a regular basis
- Children should attend school on every day that instruction is offered unless the school receives a valid reason for them being absent (e.g. illness).
- Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises a letter or telephone call/text/email from a parent/caregiver or a medical certificate.
- When a student is late for school, it is a requirement that the parent/caregiver explains the reason for the lateness.
- Parents/caregivers must let the school know if an extended absence is likely or if the teacher needs to arrange work at home for the student.
- They should respond to text messages sent by the school regarding absent child.

Teachers

- Keep accurate attendance records in line with Department Guidelines
- Monitor each student's attendance.
- Record absence and reasons for absence
- Contact parents/caregivers when students have unexplained absence/s
- Coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.
- Acknowledge students who improve their patterns of attendance and punctuality.

Administration

- Record late arrivals and reasons for lateness
- Ensure that attendance roll is accurately completed.
- Principals will complete letters regarding irregular attendance of students for sending out to parents/caregivers.
- Follow up unexplained absences/lateness.
- Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to one calendar year. Parents/caregivers should apply in writing and Principals should also advise approvals and non-approvals on school letterhead. Copies of such advices are to be retained in school files, together with applications, and are to be made available to appropriate department officers as required.
- All applications for temporary exemptions exceeding one calendar year, and for permanent exemptions, are to be forwarded to the Educational Director.