



# *St Brigid's Catholic School*

*New Norfolk*

## **ATTENDANCE POLICY**

### **RATIONALE**

All students at St Brigid's Catholic School will attend school as required by Government Legislation for Australian School Age Children.

The Education Act requires that children of age six to fifteen years of age are required to be in full-time attendance at a government or registered non-government school unless they are receiving approved home tuition, correspondence education, or have been granted an exemption by the Education Department.

### **AIM**

To maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or frivolous absences.

### **IMPLEMENTATION**

- Education is a sequential process. Absences often mean students miss important stages in the sequence of learning, causing them to find 'catching up' difficult.
- Absenteeism contributes significantly to student failure at school.
- All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent.
- Illness is reasonable grounds for an absence, shopping excursions or birthday parties are not.
- Parents have a responsibility to ensure that their children attend school regularly, and are only absent if ill or if absolutely necessary.
- Parents have a further responsibility to provide either a written note or phone call informing the school of the reasons for the absence.
- If a student is absent and no notification has been received by 9.30 am, the school office then calls the parent/carer to ascertain the reason for the absence.
- The principal has a responsibility to ensure that attendance records are maintained and monitored at school.

- All student absences are recorded daily by teachers, and are aggregated on our database.
- The principal has a further responsibility to ensure that unexplained absences are investigated, and that high levels of absenteeism are adequately explained. The principal will contact parents of students with high levels of unexplained or unapproved absences, using the agreed protocols issued by the Tasmanian Catholic Education Office. (attached).
- Student attendance and absence figures will appear on student middle & end of year reports plus be recorded on cumulative files.

### **Absences Due to Infectious Diseases**

If the Principal believes that a child may have an infectious illness or infestation, he/she should contact the child's parent/carer and request that the child not attend school. Parents should be aware that a Principal has the right to require that a student not attend school if the Principal believes that the child has an infectious illness or infestation.

The Principal may require a letter from a registered medical practitioner, stating that a child does not have a condition that is contagious, infectious or harmful to the health of other persons at the school.

The diseases listed in Appendix A are presently deemed to be infectious, contagious or harmful to the health of other people in a school. The minimum periods that the sufferer should not attend school are indicated. These recommended periods are a guide, which may be modified, in individual cases. Further advice is available from the Director Of Public Health or the Tasmanian Education Department.

<http://www.education.tas.gov.au/school/parents/health#home>

The notifiable list of infectious diseases can be found at [http://www.dhhs.tas.gov.au/\\_\\_data/assets/pdf\\_file/0003/53319/Notifiable\\_Diseases\\_Guideline\\_FINAL\\_Feb\\_2010.pdf](http://www.dhhs.tas.gov.au/__data/assets/pdf_file/0003/53319/Notifiable_Diseases_Guideline_FINAL_Feb_2010.pdf)

*This policy will be reviewed as part of the St Brigid's Catholic School policy review cycle.*

**Implemented March 1998**

**Amended May 2013**