



Quality education, unique environment.



KINCUMBA
LEARNING COMMUNITY

PRETTY BEACH PUBLIC SCHOOL ATTENDANCE POLICY 2017

All students between the ages of six and fifteen years are required by law to attend school regularly. It is the duty of the parent or caregiver to ensure these obligations are being fulfilled. The Education Act 1990 specifies that absences must be explained within 7 days of occurrence.

Schools are required to monitor and keep an accurate record of attendance for each student and take the appropriate action when necessary to ensure acceptable levels of attendance and participation in school activities.

Under the "duty of care", schools are responsible for the welfare and safety of students while in attendance at school or while involved in activities organised by the school. As such, the school must be accountable for the whereabouts of students during school hours.

School Hours

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| Morning Session: | *8.55am to 11am (Fruit Break 10am) |
| Lunch: | 11am to 11.50am |
| Mid-Morning Session: | 11.50am to 1.25pm |
| Afternoon break: | 1.25pm to 1.50pm |
| Afternoon Session: | 1.50pm to 3.00pm |

*Students are supervised in the playground from 8.30am. Those who arrive at school earlier are to sit on the seats near the office area. Parents are informed that these students will be unsupervised.

Record Keeping

The roll is marked during morning session at the beginning of each day via Ebs4. A "less than 85%" report is printed twice each term and the parents of children whose attendance cause concern are contacted by the Class Teacher. If a reason for absence has not been sent to the school within seven days of the child returning to school, a formal letter is sent home.

Frequent absences

Staff members under the guidance of the Principal are responsible for ensuring that when frequent absences are explained as being due to illness that:

- Consultation occurs with parents regarding the health care needs of the student.
- Medical certificates are sought for the absences.

- Where there are ongoing concerns, approval is sought from parents to contact the student's doctor so the school has all relevant information regarding the student's health care needs.
- Strategies are developed to ensure regular attendance at school.

If the student's attendance remains unacceptable after the initial contact by the Class Teacher, then contact is made by the Assistant Principal or the Principal. If a reason for absence has not been sent to the school within seven days of the child returning to school, a formal letter is sent home.

Home School Liaison Officer

When a student's absence is causing concern, a referral is made to the School's Learning Support Team. Strategies are developed with the class teacher, parents and the students if necessary to ensure more regular attendance at school.

A referral is made to the Home School Liaison officer (HSLO) when:

- A child's attendance remains of concern, despite contact with parents
- A child has a series of unexplained absences (including partial absences for lateness)

Partial Absences

When a child is late for school or needs to leave early, parents are to accompany the child to the office so that reasons and times can be recorded in the "Partial Absences" book. (If this is not possible the child is to bring a note signed by the parent to the office before reporting to class.) The child is given a "late arrival" or "early leaver" print out from Ebs4 to be handed to the class teacher as proof that the absence has been recorded. The teacher does not need to mark partial absences on the electronic class role as this has been recorded online by Office staff.

Afternoon Routines

Parents are asked to inform the class teacher in writing if there is a variation to the normal procedure for a child going home, e.g., catching a bus instead of being collected

Extra Information

Please see the Department of Education's Website for further clarification of Exemption from School Procedures.