



Student Attendance Policy

Rationale

Attendance at school is compulsory, five days a week. Apart from the legal requirements of attendance, it is important that students gain continuity in their education in order to progress. Regular attendance at school is essential if students are to maximise their potential. Garden College, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as a part of their duty of care, monitors part or whole day absences. The teachers ensure that lateness and absence both are being recorded and communicated to parents to improve the education outcomes of all students.

Attendance is –

- Being at school everyday
- Being at school on time
- Being at school until dismissal time
- Not leaving the school grounds during school day without permission

Parents/Guardians Responsibilities

Parents are required to abide by the law as it pertains to school attendance in accordance with the *Education Act 1990*. As such parents are expected to:

- Ensure that their children attend school regularly.
- Explain the absences of their children promptly to the school by sending a letter, contacting the office or message the roll call/class teacher
- Provide a medical certificate where applicable.
- Take effective measures to resolve attendance issues involving their children.
- The parents who use the College bus service are advised to contact the bus driver the night before, or before the morning run if their child will not be using the service that day and the reason for their absence.

School will monitor student attendance by –

- Keeping accurate records in line with Department for Education guidelines
- Following up reasons for absences with parent/caregiver via personal contact (phone calls), sending text messages to enquire of your child's whereabouts, note or through the following letter that will be forwarded to the parent/caregiver if a reason has been unable to be obtained from a note in the diary/communication book or a phone call from the home group teacher.
- Identifying nonattendance patterns using current records and working with relevant staff to develop interventions programs.

The Principal will -

- Follow up student attendance concerns expressed by teachers
- Ensure intervention occurs as soon as poor attendance is known



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STUDENT EXTENDED ABSENCE REQUEST FORM

- Extended absences can be approved for a maximum of four weeks.
- School fees are still expected to be paid during the students' extended absences.

1. Student Name: _____ **Class:** _____

Reason for long term absence: _____

Date for Leaving: _____ / _____ / _____ Date for Return: _____ / _____ / _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Overseas phone: _____

Email: _____

Date: _____ / _____ / _____ ➤ Please submit this form to the admin office to finalise the request

2. Approval of Primary/Secondary Coordinator

Name: _____

Approved Dates Non-Approved Dates

from _____ / _____ / _____ from _____ / _____ / _____

to _____ / _____ / _____ to _____ / _____ / _____

Reason for Non-Approval Dates: _____

Date: _____ / _____ / _____ Signature: _____

After completion of approvals, office needs to:

- provide a copy of this form to the parent/guardian.
- inform relevant staff members

3. Principal's Approval:

Approved Not Approved

Date: _____ / _____ / _____ Signature: _____