



Tumut High School Policy Document

“THS supports a SAFE learning community which develops RESPECTFUL and RESPONSIBLE citizens”

Attendance Procedures

RATIONALE

Section 22 of the *Education Act (1990)* requires that parents and caregivers ensure that children of compulsory school age are enrolled at, and regularly attend school, or are registered with the NSW Education Standards Authority (NESA) for home schooling. The New South Wales Department of Education may take legal action against parents and caregivers who do not send their children to school without a valid reason.

IMPLEMENTATION

Attendance registers are maintained at Tumut High School in accordance with the Department of Education policy requirements. Students are required to attend school each day of every school term unless special circumstances apply. In accordance with Department of Education guidelines attendance is monitored by the marking of electronic rolls in every period throughout the day.

Late arrivals and early leavers are recorded with precise times. Permission from parents or caregivers must be supported with a relevant note or phone call to our front office staff.

Absences

On each school day a list of students absent without explanation is collated. SMS messages are sent home to notify parents and caregivers of the absence. Parents are encouraged to inform the school of any discrepancies or reasons for absence via return SMS or phone call. Parents are required to explain the absences of their children from school within seven school days from the first day of the period of absence.

The school will monitor and follow up any unexplained student absences. All reasonable attempts will be made by the school to contact parents within two days of the absence. An absence is unexplained if parents have failed to provide a justifiable explanation to the school within seven days.

Reasons for Absence

On occasion students may need to be absent from school. Justified reasons for absence may include:

- being sick or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances e.g. attending a funeral
- special circumstances may attract approval for flexible attendance e.g. pandemic or natural disasters

NB. Medical, Dental, Optometry, Specialist appointments, and the like, need to be supported with documentary evidence of attendance. Preferably, these appointments should be made after school or during holidays.

*NB. Parents and carers are encouraged **not to withdraw their children from school for family holidays** however if this is unavoidable parents should discuss these absences with the Principal where appropriate paperwork will be provided.*

When a note is received describing a situation in line with those above, the Official School Roll notes the absence as JUSTIFIED.

PO Box 70, TUMUT NSW 2720
Principal: Mr Don Dixon
Email: tumut-h.school@det.nsw.edu.au

Bogong Place, Tumut, NSW 2720
Website: www.tumut-h.schools.nsw.edu.au
Reviewed: June 2020

Telephone: (02) 6947 0600
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Next Review: 1st December 2021



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NB. The following are NOT valid reasons for absence from school: Shopping; Sleeping in; Working around the house or in a business; Minding younger siblings and other children; Minor family events such as birthdays; Hair appointments; Reasons provided seven days or more after the absence.

These reasons, even with parental permission, will be marked on the Official School Roll as UNJUSTIFIED absences. It is important to realise that parents and caregivers may be prosecuted if children have recurring unjustified absences from school.

Example Absentee Notes

When writing a note to explain an absence, please include as many details as possible.

JUSTIFIED

John was absent from school on Thursday, 21st July as we were attending a funeral of a family member.
Paul was absent from school on Tuesday, 20th July as he had a high fever and vomiting.
Mary will be absent from school on Tuesday, 16th August as my elderly parents are arriving from overseas and we are meeting them at the airport.

UNJUSTIFIED

Peter was absent from school last Thursday due to family reasons.
Jane was absent from school last week as she was very tired.
David will be absent from school next week because we are going to the Easter Show.

Attendance Issues

The school will ensure that for students with attendance issues the learning and support needs of the student are addressed by consulting with the parents. For students with frequent absences, explained as being due to illness, the school may:

- consult with parents regarding the health care needs of the student
- seek medical certificates for the absences
- collaboratively develop strategies aimed at addressing the student's learning and attendance at school

Where safety, welfare or wellbeing concerns arise the school will:

- consult the Protecting and Supporting Children and Young People Policy and its requirements
- make necessary reports to the Community Services Child Protection Helpline or the Child Wellbeing Unit

Related Department of Education Policies & Documents

Compulsory School Attendance, 2020

<https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement/school-attendance>

School Attendance Policy, 2017:

<https://policies.education.nsw.gov.au/policy-library/policies/school-attendance-policy>

Child protection Policy and Guidelines, 2018

<https://policies.education.nsw.gov.au/policy-library/policies/child-protection-policy-responding-to-and-reporting-students-at-risk-of-harm>

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