



Tumut High School Policy Document

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

Attendance Policy

RATIONALE

Section 22 of the *Education Act (1990)* requires that parents (including caregivers) ensure that children of compulsory school age are enrolled at and regularly attend school, or are registered with the Office of the Board of Studies NSW 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

Absences

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

Reasons for Absence

The following is a list of valid reasons for which a student may need to be absent from school:

Medical: Flu; Stomach-ache; Strong pain; Diarrhoea; Cold; Headache/Migraine; Fever; Broken bone; Vomiting; Infectious illness, e.g., chicken pox; Nose bleed; Asthma; Rash; Injury.

Please note 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.

Family: Funeral, Moving residence; Arrival or departure of an immediate relative from overseas; Unavoidable involvement in a serious family incident

Other: Misadventure and unforeseen events, e.g., fire, flood; Participation in special event, e.g., attendance at a religious ceremony; Family holiday; Transport difficulty; Unavoidable delay.

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

The following are NOT valid reasons for absence from school:

Shopping; Sleeping in; Working around the house; 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.

Holidays

Parents and carers are encouraged **not to withdraw their children from school for family holidays**. If this is necessary parents should discuss these absences with the Principal. Exemption from school attendance can no longer be granted for students travelling on family holidays, family business or other reasons during school terms. **It is important to realise that parents (including carers) may be prosecuted if children have recurring unjustified absences from school.**



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Example Absentee Notes

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

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.
Alan was absent on Monday as he was unwell/sick.
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 will:

- 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

Wellbeing for Schools: School Attendance, 2015

<https://www.det.nsw.edu.au/wellbeing/connect/school-attendance>

School Attendance Policy, 2015:

https://detwww.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/PD20050259_i.shtml?query=attendance

Student Attendance in Government Schools Procedures, 2015:

https://detwww.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/implementation_1_PD20050259_i.shtml?query=attendance

Exemption from School Procedures, 2015:

https://detwww.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/implementation_2_PD20050259_i.shtml?query=attendance

Protecting and Supporting Children and Young People policy, 2015:

https://detwww.det.nsw.edu.au/policies/student_serv/child_protection/prot_children/PD20020067_i.shtml?query=Protecting+and+Supporting+Children+and+Young+People+Policy+

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