

POLICY STATEMENT

ATTENDANCE FOR STUDENTS

Originally released: 2019
Due for Review 2025

Rationale:

Where a student is enrolled in St Mary Star of the Sea Catholic School, the *School Education Act 1999* requires that the student regularly attends the School on site or an educational program of the School elsewhere as directed by the Principal.

Principles:

St Mary Star of the Sea Catholic School has a moral and legal responsibility to create and maintain a safe and positive learning environment, which promotes engagement and participation by all students attending the School and is accountable for the management of regular school attendance.

Consistent attendance and participation at the School are essential factors for achieving social and academic learning outcomes.

Definition/Procedures:

According to the guidelines and policy set by The Department of Education Services, a student's attendance is considered to be **at risk** if it falls below **90%** (ie 1 week absent in a 10 week term). Parents/guardians are required to notify the School if their child is going to be absent from the School on any designated school day and the School is required by law to keep a record and substantiation of that absence. The following points outline what the School considers to be an *acceptable absence*.

1. For each and every student absence of less than three (3) days parents/guardians must notify the School by either a telephone call, email, or a written note dated and signed by the parent/guardian.
2. An absence of three (3) or more consecutive school days must be notified **only** by email or letter and **must state the reason for the absence and an expected date of when the student will return to the School**.
3. In the case of an extended absence of more than seven (7) consecutive school days due to a physical or mental health illness, it is **mandatory** that parents/guardians supply the School with a Doctor's, Psychologist's or Psychiatrist's certificate **and** written notification of when the student will return to the School.
4. Where parents/guardians wish to take their child/children on a holiday, cultural event or withdraw them for any other reason during term time, and this absence would cause the attendance rate of the child to fall below the 90 % mark, they are required to contact the School Principal or Head of Primary/Secondary to discuss the matter and **must also supply written notification for the absence stating the reason for the absence and an expected date of when the student will return to the School**.
5. If a student has been identified as being an irregular or chronic non-attende and repeated efforts to work with parents to restore attendance have not been successful, the Principal may seek to have an Intervention Officer involved and ultimately the student's place at the School may be put in jeopardy.