



# ATTENDANCE POLICY & PROCEDURE

<b>Relevant to:</b>	<b>All staff, all students, all parents</b>
<b>Developed by:</b>	<b>Management Team</b>
<b>Date of Introduction:</b>	<b>February 2017</b>
<b>Date of Most Recent Review:</b>	<b>2021</b>
<b>Date for Review:</b>	<b>2023</b>
<b>Approved:</b>	<b>Principal – S. Norris</b>
<b>Related Documents:</b>	<b>Attendance Policy &amp; Procedure, Child Protection Policy, Infectious Disease Policy</b>

## Background

It is the policy of Tamar Valley Steiner School to ensure that children of school-age attend school each day as required by the Education Act 1994 and that a register is kept to record the daily attendance or absence of each school-age child enrolled at the School.

Regular attendance is very important for the academic and social life of the child. Teachers at Tamar Valley Steiner School encourage parents to help their children understand the importance of good attendance and punctuality. The school regards non-compliance with this policy very seriously and any departure from it is to be referred to the College Chair for presentation to School Council.

## Procedure

1. Attendance registers are kept in folders at the School and transferred to an electronic copy weekly. Paper copies will be kept for 12 months. Electronic copies will be archived after 24 months.
2. Parents are required to notify the school of any absences in writing (email or SMS) by 9:15am on each day of absence.
3. The teacher will take attendance by 9:20am and bring the class roll to administration for follow up.
4. All unexplained absences must be followed up on the day of absence. A member of the administration staff will contact the parents of absent students by SMS or email. On-going, unexplained absences must be reported to the College Chair (Principal).
5. Sick children should not be at school and should remain at home. A parent will be called if a child develops a fever or is too unwell to participate in class.
6. Parents are to advise the office or child's teacher of an infectious or transmittable illness immediately upon confirmation from a health care professional.

## Advance notification of absence

Where absence from school is known in advance, parents are required to –

- Provide written notification to the administration and class teacher for absences of up to one week.
- Provide written notification to the class teacher and the Office for absences of one to five weeks.
- Provide written notification to the teacher and the College Chair/ School Council Chair for absences of more than five weeks

### **Absenteeism**

If a child will not be attending school, the parent must phone, message or email the school before 9.15am on the day. A message on the school answering machine is adequate advice. This will be noted in the Student Roll held in the office, which shows the date, the child's name, the class and the reason for the absence.

Each morning class teacher/s will record the date, class, names of absent child/ren, if they have been notified and the reason for absence if known. This will then be communicated by the teacher to the office to be checked against the Student Roll. If a child is absent and the office or class teacher has not been notified, then the parent of that child must be contacted to ensure the child is at home (ie has not gone missing) and to find the reason for the absence; however, it is the parents responsibility to contact the school to advise of their child's absence.

If a child is absent from school it is a legal requirement for the parent/guardian to provide written confirmation (email or SMS), including giving a reason for the absence. This information must be kept by the school for a 12 month period, after which they can be destroyed.

### **Habitual non-attendance**

If it is found that a child is not attending school regularly and this is not due to illness, the following steps will be followed:

1. The Teacher will contact the parents to discuss the reason for the irregular attendance at school. If the non-attendance continues:
2. The parents and child will be asked to come to an interview with the teacher and/or the College Chair.
3. The College Chair/Principal will make contact with parents of the child and formulate a plan to ensure the child attends school regularly. If non-attendance continues:
4. The school may refer to a third party or specialist for intervention. If non-attendance continues:
5. As a last resort, the school may take action to prosecute parents for children not attending school. This is the legal option available in Tasmania.

**END**