

14. ATTENDANCE

Purpose

Non-attendance at school has been identified as a major barrier to learning and a significant indication of at-risk students. We expect the maximum possible attendance of students because it is essential for good teaching and learning. Non-attendance may jeopardise the award of external qualifications. The board has a legal obligation to ensure the regular attendance of all students.

Guidelines

- It is the responsibility of parents/caregivers to ensure attendance of children at school and to notify the school in the event of absence.
- Attendance checks will be taken as per the procedures for each campus.
- Parents are asked to phone in when a child is away or notify absence on the school app.
- Approved reasons for absence are generally confined to ill-health and bereavement or other family circumstances, adverse weather conditions or extra-curricular commitments.
- A student shall be considered truant if:
 - The student or their parent are unable to satisfactorily explain the absence
 - The school does not approve of the reason for the absence.
- Truancy is a serious offence and will be responded to in an appropriate manner using the procedures set out for each campus. Ongoing or chronic truancy will be referred to the Attendance Service and then 'Rock On'.
- The responsibility for attendance lies with the Associate Principal at each campus.
- Reporting
Attendance data and truancy rates will be analysed and reported to the staff and board twice yearly.
- Procedures
Refer to operational procedures at each campus.

**Ratified by Board of Trustees
15 April 2021**