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SCHOOL ATTENDANCE POLICY

This policy sets out the requirements for the attendance of students in GPHS.

1) Objectives

Section 22 of the Education Act (1990) states that it is the duty of the parent of a child of compulsory school-age to cause the child to be enrolled at, and to attend, school.

All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.

Section 24 of the Act requires principals to maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be available for inspection during school hours by a Board inspector or by any authorised person.

2) Context

Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

Encouraging regular attendance is a core school responsibility.

The school rolls should reflect the highest professional standards.

3) Responsibilities and delegations

a) Parents:

- i) are required to explain the absences of their children from school promptly and within seven school days to the school.

b) Principals:

- i) must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance
- ii) are responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of students

- iii) must ensure that the school education director is informed of attendance problems and issues. This includes providing the school education director or nominee with regular information about students for whom chronic non-attendance is an issue
- iv) must ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school
- v) have the authority to grant:
 - (1) sick leave to students whose absences are satisfactorily explained as being due to illness
 - (2) an exemption from school attendance for periods totalling up to 50 days in a twelve month period for any one student
 - (3) part-day exemptions from school for periods totalling up to 50 days in a twelve month period