



Parent / Carer Responsibilities for Student Attendance at Illaroo Road Public School

Regular attendance at school for every student is essential if students are to achieve their potential. Schools in partnership with parents and carers are responsible for promoting and supporting the regular attendance of all students.

While parents / carers are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, record and monitor part and whole day absences from school.

Parents and carers must ensure:

2.1. their children of compulsory school age are enrolled in a government or registered non-government school or, registered with the Board of Studies, Teaching and Educational Standards (BOSTES) for Home Schooling.

2.2. their children who are enrolled at school attend every day the school is open for instruction.

2.3. they provide an explanation for absences to the school within 7 days from the first day of any period of absence through means such as telephone call, written note, text message or email. The 7 day timeframe for explaining absences is a requirement of the *Education Act (1990)*.

2.4. they work in partnership with the school to plan and implement strategies to support regular attendance at school. This includes communicating with the school if they are aware of issues impacting their child's attendance or engagement with the school.

At Illaroo Road we ask that you:

- provide an explanation of your child's absence from school within 7 days from the first day of absence. This can be done via telephone call, email, written note or completing an absence slip.
- provide a medical certificate where requested by the school. This decision will be made on a case by case basis and attendance history will be taken into consideration.
- apply for extended leave prior to taking a family holiday for periods over 2 days. Applications are available at the front office. While the Department of Education does not support families taking extended holiday leave during a school term, a decision will be made regarding the approval of leave by the principal or delegate. Attendance history will be taken into consideration and a case by case assessment is made in line with DoE policy. Please attach any travel documentation to your application.
- all late arrivals and early departures must present to the office. If your child is late to school and they present to the front office without a parent/carer, a note explaining why they are late should be presented. If your child has an appointment, an appointment card/notification can be shown as evidence of an appointment and this can be recorded as justified. There are strict guidelines around what is regarded as a justified late arrival or early departure.
- if your child has ongoing appointments during school time that requires them to leave, please arrange an appointment with Mrs Piggott to discuss the leave type.
- know that if you decide to take your child from school after a school assembly or early from a carnival, open day etc, it will be recorded as an unjustified absence in line with DoE policy.



- speak with your child's teacher if you are experiencing difficulties getting your child to school. We are here to support you and your child.

Illaroo Road Public School Staff will:

- record and monitor student attendance.
- ring you after 2 consecutive days a student is absent and there has been no contact with the school as part of our duty of care.
- request an interview if your child is regularly late, regularly leaves early or is regularly absent from school.
- support families experiencing difficulties or where students are at risk of developing poor school attendance patterns.
- refer students of ongoing concern to the Learning and Support Team, and where necessary notify the Child Wellbeing Unit and the Home School Liaison Officer.

Here are some examples as outlined by the Department of Education as to what is justified and unjustified leave.

Justified Reasons as determined by the Department of Education:

- being sick or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances e.g. attending a funeral

Examples of Unjustified Reasons:

- birthday
- shopping
- slept in
- day out with a family member

Supporting student attendance is everyone's duty of care.

Did you know:

- ❖ If a student misses as little as 8 days in a term, by the end of primary school they'll have missed over a year of school!
- ❖ Missing 10 minutes a day of school equals 5.5 days away by the end of the year.

Let's work together to support great school attendance and a positive day at school.

For more information, please contact the school Principal.