

Kurri Kurri Public School Attendance Procedures



Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options. Schools in partnership with parents are responsible for promoting regular school attendance of students. (*NSW Education and Communities School Attendance Policy 2015*)

Procedures for notifying student absences.

- It is the parents/caregivers responsibility to notify the school within 7 days (including weekends) of their child being away from school. This is a requirement of the Education Act (1990)
- Parents/ caregivers of students who have been marked as absent on the class roll, will receive a SMS message by 11am that morning to inform them of the absence and the requirement to notify the school with a reason for their child being absent.
- Parents/caregivers can notify the school of an absence the following ways:
 - A phone call: 4937 1235. There is an answering machine to leave a message before and after office hours.
 - A letter
 - A notification on the Skoolbag App
 - An email: kurrikurri-p.school@det.nsw.edu.au

Please include your child's name, class and an explanation of the reason for absence in all correspondence.

- All absences must be explained by parents/caregivers, within 7 days of the absence. Regular absences will be followed up the classroom teacher and the Deputy Principal - Wellbeing.
- Students whose attendance has not improved after discussions with the school will be referred to the Home School Liaison Officer for consideration of further action.

Procedures for notifying Lateness and Early Leaving Procedures

- Students who arrive after the bell at 9:08am are required to sign in at the front office. A parent/caregiver should accompany them and give an explanation for lateness on their arrival. If parents/caregivers do not accompany their child to the front office, the lateness will be marked in the roll as unjustified.
- Students who need to leave school early for appointments that cannot be scheduled after school hours, will be required to have a parent/caregiver sign them out at the front office, with an acceptable reason for the need to leave school early.
- Lateness and Early Leaving is monitored by the Deputy Principal – Wellbeing and parents/caregivers will be contacted if this is a concern.

When parents meet with us, we are often able to provide support that helps the family with the issues causing attendance concerns.

A child is considered to have unsatisfactory attendance when they have:

- Regular absences without explanation from parent/caregivers
- Regular absences or explanations provided by parents/caregivers that are not accepted by the Principal as reasonable
- Frequent absences that result in the child's percentage of attendance falling below 85% for the term or year, without approved leave from the Principal.