



**Mainstream and Steiner Education**  
**Two streams – one river**

# Attendance Policy

## Purpose

Compulsory schooling requires children to be enrolled in and attend school, from the age of 6 until 16.

Regular and punctual attendance at school is essential for students to engage and learn effectively and to achieve success in their learning and in preparation for their future.

Poor attendance may lead to learning difficulties as young people who are frequently absent are likely to miss learning critical skills needed for future successful learning and education.

Basket Range Primary School works with parents and families to encourage attendance and participation by:

- providing a safe, success orientated and caring environment
- providing relevant and appropriate learning opportunities for all students
- maintaining accurate records of attendance via an electronic management system
- ensuring non-attendance is followed up through early intervention
- developing strategies to resolve attendance concerns.

## Acceptable absence

Situations where it is acceptable for a young person to miss school include times when:

- they are too sick to leave the house
- they have an infectious illness such as gastroenteritis, chicken pox or measles
- they need to attend medical or dental appointments that could not be made out of school hours
- the school principal is provided with a genuine reason that prevents the child attending school
- they have been granted an exemption from school

If a student is absent due to reported illness for three or more consecutive days a medical certificate is required.

## Reporting and Recording Attendance

All late arrivals and early departures are recorded on the roll and reported to DECD.

It is the parent/caregiver's responsibility to communicate all reasons for absence. Absences can be reported by calling the school on [8390 3466](tel:83903466) or advising the class teacher directly.

## Monitoring Attendance

Class teachers monitor student attendance. If a student has an unexplained absence the school will contact the parent/caregiver requesting a response. After 3 consecutive unexplained absence occurs, a letter of concern will be sent requesting an explanation from parents/caregivers.

## Late Start or Early Departure

Students are expected to arrive at school from 8:50am and be on time to 9:00am lessons.

Class teachers are required to record late arrivals and early departures.

Parents/caregivers must advise the school if students need to leave school early for necessary appointments or other commitments.

Version	Date Prepared	Date Adopted	Approved By	Next Review
1	26-Jul-2018	30-Jul-2018	N Saccoia	30-Jul-2021