



## GOULBURN WEST PUBLIC SCHOOL

### ATTENDANCE POLICY

#### Parents

It is the duty of the parent of a child of compulsory school-age to support each child to be enrolled at, and to attend, a government school or a registered educational program.

Parents are required to explain the absences of their children from school promptly and within seven days to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence.

#### The School

Each school must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance. Our school has measures in place to monitor and follow up student absences.

1. Teachers contact parents if an absence exceeds two days without explanation.
2. An absence becomes unexplained if a parent has not contacted the school by phone, email or letter within seven days.
3. Attendance records are maintained in an approved format and are an accurate record of the attendance of students.
4. Consultation with parents through the Student Welfare Team should the school become aware of a pattern of absence.
5. Medical certificates may be sought for a pattern of absences.
6. Parents may be asked for approval to contact the student's doctor so the school has all relevant information to support individual health care needs.
7. School staff work as a team to monitor absences through the EBS On Track system.
8. School will support families through support agencies as required to facilitate attendance

#### Goulburn West Public School has the authority to:

- Grant sick leave to students whose absences are satisfactorily explained as being due to illness
- Accept other explanations for absence and record the absence as "L"
- Decline to accept an explanation for absence and record the absence as unjustified
- Grant an exemption from school attendance for periods totaling up to 100 days in a 12 month period for any one student provided certain conditions are met (See the [Exemption from School - Procedures](#)).
- Grant part-day exemptions from school for periods totaling up to 100 days in a twelve month period (See the [Exemption from School - Procedures](#)).

*A. Broadbent*

Annette Broadbent

Principal

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