



BRINGELLY PUBLIC SCHOOL

"TOGETHER WE GROW"

Darug Country

Bringelly Public School Absence Procedure 2023

It is a legal requirement as per the Department of Education's policy of attendance that each child is entitled to a formal school education and parents/caregivers are required to send their child to school unless an explained absence can be given.

Your child should be sent to school every day, unless:

- They are too sick to attend.
- They have an infectious disease like chicken pox, mumps, measles, COVID or cold/flu like symptoms.

Where possible, dental and medical appointments should be made outside of school hours.

If your child is going to be away from school for an extended period of more than a week, please apply to the school for an exemption. This should be done before the period of absence commences and needs to be approved by the Principal.

What are my responsibilities as a parent/caregiver:

- Your child is to arrive at school before the 9am bell. **If after 9am you are to take your child to the office to explain the lateness and receive a late notice before going to their classroom.** Late attendance at school is marked against your child's name and these late attendances are included in the school attendance data.
- **If your child needs to leave early, you must attend the office as the parent/carer to explain the reason before the child can be signed out of the school.**
- Your child is to attend school every day when instruction is offered unless the school receives a valid reason for them being absent.
- When your child is absent from school, please provide the school with an appropriate explanation within 7 days of the absence.
- This can be received by the following means:
 - A reply to the school office SMS on the Compass App saying why your child is not at school.
 - an absence letter to the classroom teacher
 - a telephone call to the school's front office explaining why your child is absent or a medical certificate supplied.

Legal Requirements

The school is legally required to keep a record of student absences and reasons for absences. This means that for every absence a student is to provide an explanation from their parent/caregiver with details of why the child is sick.

Explained/ justified absences

These include illness, school business such as school excursion, flexible learning from home when the child is isolating; the school needs to be informed that they will be accessing the learning from home hub while they are isolating.

Continual Unexplained Absenteeism

If a child has continual unexplained or unjustified absences the school will take the following steps:

(if a child has continual sick days that equal less than 85% a doctors certificate will need to be provided to the school to explain the high rate of absence for the child)

Step 1: Attendance rate of less than 95% including late and early arrivals

parents/care givers will receive a call from the classroom teacher to follow up on the child's absences.

Step 2: Attendance rate of less than 90% including late and early arrivals

A letter will be sent home by the school's learning and support coordinator notifying parents of the amount of time the child has been absent from school.

Step 3: Attendance rate of less 85% including late and early arrivals

A letter 1 will be sent home by the school's learning and support coordinator.

Step 4: Attendance rate of less than 80% or lower including late and early arrivals

The school HSLO (Home School Liaison Officer) will be contacted, and a formal report will be made to the HSLO by the Learning and support coordinator.

School attendance every day is important for academic success. Improving student attendance rates is one of our school targets.

Thank you

Mrs Billinghamurst