

STUDENT ATTENDANCE POLICY

1 Introduction

- 1.1 It is the responsibility of the Board of Trustees to ensure that children enrolled at Coromandel Area School have satisfactory attendance records and gain the maximum benefit from their schooling through regular attendance. This statement covers attendance, punctuality and absenteeism.

2 Context

- 2.1 The Principal will maintain lines of communication between home and school. This may involve contacting parents / caregivers when there are concerns about a child's attendance, punctuality, or absence. This responsibility may be delegated to a Senior Manager.
- 2.3 It is recognised that absences may be due to planned reasons or unplanned reasons (such as sickness). Parents should immediately inform the school of any absence. Non informed absences will be followed up promptly by the school. School absence procedures will be followed to ensure student safety
- 2.4 Parents/caregivers should also ensure that contact details held by the school are accurate and up-to-date.

3 Statements

3.1 Attendance

- a. Parent / caregivers must ensure that their children attend school.
- b. The Attendance Register must be marked in the morning and after the lunch break.
- c. If students go to another class, or teacher, they must be checked-in by that teacher, and absences noted and followed up.
- d. When students move from one classroom to another the teacher must have a system ensuring that all students return.

3.2 Punctuality

- a. Children must be at school on time in order to commence their studies at 9:00am.
- b. At the end of the school day students are expected to go directly home or parents are to have made alternative arrangements, e.g. after school care, sports coaching.

3.3 Absences

- a. Parents / caregivers must inform the school of absences for planned or unplanned reasons.
- b. Teachers must inform the office immediately after the roll is called at 9am of any unexplained absences.
- c. Unexplained absences will be followed up by a phone call to parents / caregivers using the contact information provided by parents /caregivers.
- d. The school will take reasonable steps when enquiring about an absent child.
- e. Where a child's attendance becomes erratic, or is unjustified; the school might involve relevant outside agencies such as NETS, health officials.
- f. Where attendance remains unsatisfactory the Board of Trustees may instigate prosecution procedures against the parent or caregiver.