



# St Patrick's Primary School, Pyramid Hill

## Student Attendance Policy

### Rationale:

The children of St Patrick's are required to be registered and in full-time attendance at school from the date of their enrolment.

### Aim:

This policy aims to maximise student learning opportunities and performance by ensuring that children required to attend school do so regularly, and without unnecessary or ongoing absences.

### Implementation:

- Each class teacher shall keep a record of attendance in an approved form.
- Attendance records will be marked twice daily and all absences noted. Only those children who are present at the time will be recorded as such.
- Instructions pertaining to the marking of the attendance roll are outlined in the staff handbook and revised annually.
- Any child who is absent will require a signed note (printed email, diary note), from a parent or carer explaining the absence. Phone messages must be followed up with a written note on the child's return.
- Any absentee notes sent to school must be signed and dated by the receiving teacher.
- At the end of each week rolls are collected, checked, signed and dated by the Principal and at the end of each Term all notes are collected and filed in the students file.
- The attendance register is to be kept in the school and will be available for authorised personnel. Where there is a long term (3 days), either consistently or intermittently (10 days or more days within a term) absence, the classroom teacher will contact the parents to investigate the absence. It is the responsibility of the classroom teacher to record the reason and inform the Principal for follow up.
- In the event of unexplained absences, exceeding 15 consecutive days, the Principal will inform the Catholic Education Office.
- All absences are documented on Semester reports.
- In cases of prolonged absence parents are required to notify the school in writing stating their reason and duration of their absence.
- At the end of each year the rolls are collected by the Education Support Staff and stored in the archives. These are then kept for the period of 7 years.

### Assessment & Evaluation:

- This policy will be reviewed on a; four year cycle, as required or in alignment with a full school review.

### Resources:

- Absentee form - link to website
- St Patrick's Staff Handbook - Completing the Attendance Register

