



STUDENT ABSENCE POLICY

Basic Beliefs

At Berwick Lodge Primary School we believe that all students must regularly attend school. If a student is absent there are guidelines that the school and parents must follow.

Goals

- To comply with all **DET** Student Attendance guidelines.
- To provide an effective process for notifying parents of students absence.
- To provide guidelines for parents to notify the school of reasons for absence.

Guidelines

- Students who arrive late to school are to be signed in the Late Arrival's Book at the administration office. The student must then be escorted to the classroom by a parent or guardian who hands the late pass to the teacher.
- Students who need to leave school before the official leaving time must be signed out in the Early Leaver's Book at the administration office. The parent or guardian must take this leave pass with them to the student's classroom to hand to the teacher before collecting their student.
- Attendance rolls must be marked by teachers for each half day.
- Each morning and afternoon, **the attendance for the grade should be updated in the Student Management System.**
- Once the current morning's attendance has been recorded, including the recording of any calls from the Absence Line, parents of those students absent from school will be notified by SMS.
- Parents or guardians must send an explanation note to the student's teacher explaining any absence.
- Parents or guardians can ring the student absence line to notify that their student will be away from school for that day, however a written note still needs to be sent when the student returns to school
- If the absence is for a long period (ie: vacation) then advance notice in writing **is required to gain approval from the principal.**
- If no explanation is provided then parents or guardians will receive an Absence Note from school that needs to be completed, signed and returned to the administration office.

Responsibility for Implementation

School Council

Date Passed by School Council

The Student Absence Policy was passed by School Council on

Review Period

The Management Sub-Committee will be responsible for coordinating and planning the review of the Student Absence Policy, under the auspices of School Council. The Policy will be reviewed every three years.