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## Attendance Policy

1. All children are required to attend school every day of term, except when:
  - Illness requires staying at home or other medical treatment
  - They are requested to stay at home, due to head lice, infection or other cause
  - They have been suspended or expelled
  - An absence has been pre-approved by the Principal in discussion with parents or caregivers – eg for a holiday trip, family bereavement, representative sports etc
2. Records of attendance are kept every day of the school year.
3. Whenever a student cannot attend school, the school office should be notified the reason before classes start for that day, so the teacher can be informed and the roll marked accordingly;
4. If students do not attend school, the school may contact home to verify the absence;
5. Students are not to leave the school grounds during school hours without being accompanied by a caregiver, or person authorised by the caregiver;
6. Students who need to leave the school during the day for approved reasons (e.g. medical appointment, assessment etc.) must be collected from the office at a pre-arranged time, and be returned to the office if returning on the same day by an approved caregiver;
7. Continual/Ongoing absences will result in contact from the school's Deputy Principal / Principal to check on the child's wellbeing; if a satisfactory reason is not forthcoming, the Principal may arrange a meeting with the caregiver/s. The NT Police Department may be approached by the school to become involved and if the situation does not resolve itself, the matter will become reportable to the Department of Education and Training and Family and Children's Services, under the relevant requirements of NT Law.

### **SCHOOL HOURS**

Caregivers are asked to be mindful of classroom interruptions by ensuring their child is at school on time each morning.

**STARTS:** 8.20 am

**ENDS:** 2.50 pm

Recess: 10.30 am – 10.50 am

Lunch: 12.30 pm – 1.15 pm

### **ABSENCES (Students)**

If a child is going to be absent for a day or part of a day, the school should be notified by one of the following:

- phone on the morning of the day
- written notification to the teacher or front office via a caregiver or sibling.
- prior notification to the teacher (i.e. an appointment)

### **LATE CHILDREN**

Students who arrive late, due to extenuating circumstances, must report and sign in at the school office upon arrival.

If the school has not been notified of an absence or lateness by 9.30am, the school receptionist may contact the caregiver to ensure the child is safe at home.

Where caregivers know that a student will be absent for an extending period they need to inform BOTH the child's class teacher and the school office in writing.

### **EXTENDED LEAVE WORK PROVISIONS**

Caregivers who take a student on extended leave during term time are not to expect class teachers or the school to provide learning activities for their child for that time period. The teacher however may use his/her discretion in this, to make recommendations as to what work could be carried out.

In the situation, where a child is hospitalised for an extended time, the class teacher would be encouraged to supply suitable learning activities for the child.