



St Joseph's School Clare

School Attendance Policy

Context Statement:

At the heart of St Joseph's School, and in keeping with our ethos as a school founded by Saint Mary of the Cross (MacKillop), we aim to provide accessible and inclusive Catholic education and to build dynamic partnerships with families, students, staff and the wider community. St Joseph's School Clare is committed to providing an environment in which all students feel welcomed, safe and valued.

The Education Act (1972) requires that children of compulsory school age (6-17) yrs) are enrolled and attending school. Once a child is enrolled, they are required by law to attend school. The responsibility for meeting this legal requirement rests with the parent/caregiver.

Underlying Rationale & Assumptions:

In realising its mission & vision, St Joseph's School Clare acknowledges the importance of students being punctual and in attendance 'all day and everyday' because it:

- It engenders a sense of belonging for the students and their community
- Enables students to participate fully in their learning
- Enables students to gain maximum benefit from their schooling and 'sets them up for success'
- Shows respect of self and others in the learning environment
- Promotes a good habit that will hold them in good stead for their future

Policy Statement:

Through the application of this policy St Joseph's School recognises the importance of, and will support:

- Student attendance for each scheduled school day
- Individual student management and accurate recording of student attendance and non-attendance
- Communication with parents/caregivers in relation to student attendance
- Maintaining an oversight of student attendance at the school

Responsibilities:

The Parents / Caregivers will:

- Ensure that their child/children attend school each day during term time
- Support their child/children to arrive at school by 8.45am at the latest
- Notify the school by no later than 9am if their child is unable to attend school, or will be late to school, providing a reason for the absence or lateness
- Notify the school if an extended absence due to illness is likely
- On request, supply a medical certificate for long absences from school
- Sign in/out their child at the Front Office if their child is late arriving to school or leaving the school early
- Inform the School and Principal and complete the *APPLICATION FOR EXEMPTION FROM SCHOOL (Form C)* for any planned absence from school of more than 5 days
- Ensure that all emergency contact details, including the parent/caregiver's mobile phone numbers are up to date

Teaching Staff will:

- Monitor their class student's attendance and/or lateness
- Ensure that their class SEQTA attendance records are accurate and up to date
- Build and maintain good relationships and open lines of communication with the students and their families

School Office Staff will:

- Manage all late arrivals and early departures from school
- Ensure that any correspondence or messages from parents/caregivers regarding absence are recorded in SEQTA
- Manage the school attendance data in SEQTA on a daily basis

The Principal will:

- Will support and promote the School Attendance Policy and procedures
- Support parents/caregivers' applications for approval for any prolonged (more than 5 days or more) absences
- Liaise with parents/caregivers' regarding any unsatisfactory patterns of absence or lateness, including unexplained absence or lateness
- Liaise with parents/caregivers regarding modified attendance, alternative programs, health care plans restorative practices and curricular support
- Contact a CESA Attendance Officer, if attendance issues are not resolved

Supporting Documents

- Attendance Strategy - Government Preschools - Primary School: '*Attendance Matters*'

Review Date:

Feb 2023