 Attendance Policy

In NSW, students must attend school regularly. Students of compulsory school age (6 -17) are required to attend school every day unless they are sick or have another good reason for being absent.

**Procedure**:

* Parents are required to explain their children's absences within seven days of the occurrence of an absence. If the explanation is submitted after 7 days, the absence will be recorded as explained but unjustified on ESR.
* Students are required to attend school from 8:55am – 3:00pm.
* If a student arrives late, they must report to the office with a parent with an explanation. Teachers will monitor and if the child arrives late for 3 days consecutive or non-consecutive, a note will be sent home.
* If a parent needs to take their child out of school early, a note should be sent to the school. Permission must be granted by the Principal or Executive, and there must be a satisfactory reason for leaving.
* The school will undertake all reasonable measures to contact parents promptly after two school days of an absence being unexplained, if contact has not already been made by the parent during this time. This will be documented on ESR.
* Reasons such as birthdays, helping with shopping or minding younger brothers or sisters are generally regarded as unsatisfactory reasons for an absence.
* Student attendance is constantly monitored at Mortdale Public School.
* Written explanation of a student absence is required upon the student’s return to school. The school will inform parents if a student is absent from school without explanation by issuing the student with an absence note which is to be filled out, signed by parent/carer and returned to school.
* Parents who have difficulty in ensuring the regular attendance of their children at school should contact their class teacher or the Principal.
* Where a teacher has concerns regarding a student’s attendance, they will in the first instance contact the parents, discuss the issue and offer assistance. If the student’s attendance continues to be of concern, a Notification of Attendance Concerns form is completed by the teacher and submitted to the Principal who oversees attendance. Action taken from this point may include notification of concerns to the parent in writing, a formal parent interview to discuss and resolve the issue, referral to the school *Learning Support Team*, referral to the *Home School Liaison Officer*.

DOE policy on attendance can be found at:

<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

This policy sets out the requirements for the attendance of students in NSW government schools.