

# MT COMPASS AREA SCHOOL ATTENDANCE POLICY

(Review 2017)

## **Belief Statement**

At Mt Compass Area School we believe student's attendance is an essential part of fulfilling the requirements of our educational program. Regular attendance enables students to access a full education in order to reach their full potential. School staff are expected to set an example for the students, encouraging and emphasising attendance and punctuality.

## **Rationale**

Parents have a legal responsibility to ensure their child / children attend school between the ages of six and seventeen, irrespective of distance from the school or whether the child has a disability or not. These students are required to be enrolled at a registered government or non-government school and must attend the school on every day instruction is provided at the school for the child unless the Minister has granted an exemption from school attendance. (The Education Act 1972 outlines the appropriate Regulations).

Students over the age of compulsion i.e. seventeen attend school to access the curriculum and support that will help them prepare for their future pathways to further education, training and employment.

The responsibility for enforcing school attendance is with the Department for Education and Child Development (DECD) and therefore has the legal responsibility to record and monitor attendance and take appropriate action to rectify problems of non-attendance.

## **Process**

### **Parent Responsibilities**

- Parents / Carers are responsible for getting their child / children to and from school.
- Students to arrive at school between 8.30 and 8.50 am (not before 8.30 am).
- Parents / carers must provide the school with an appropriate explanation for student's non-attendance. This could comprise a letter / diary note or phone call from parent / carer, or a medical certificate.
- If an extended absence is likely, parents / carers must notify the school so an exemption application form can be completed.
- For students undertaking SACE a medical certificate must be provided if assessment deadlines will be missed.
- Note required from parents if child leaving during the day.

### **Student Responsibilities**

- Attend school every day for which the school is open for instruction unless ill
- Attend each of their scheduled lessons when at school
- Make up as required any work missed due to absence ie being proactive in following up with teachers and negotiating a completion date
- When arriving after 8.50 am or leaving before the end of the school day, enter their ID number in the 'Incidental Absence' software at the Front Office
- Sign out through the Front Office if leaving school at any time during the day
- Comply with consequences set as a result of any truancy from lessons or school
- Responsibility to remain on school grounds unless legitimate signing out procedure is used