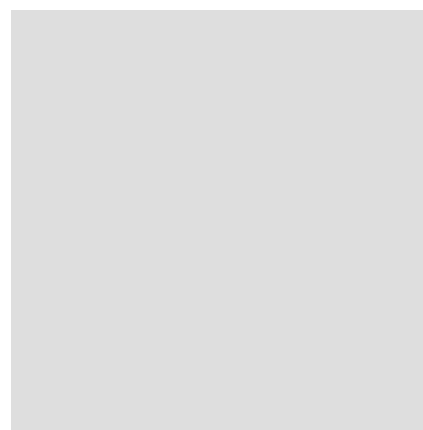
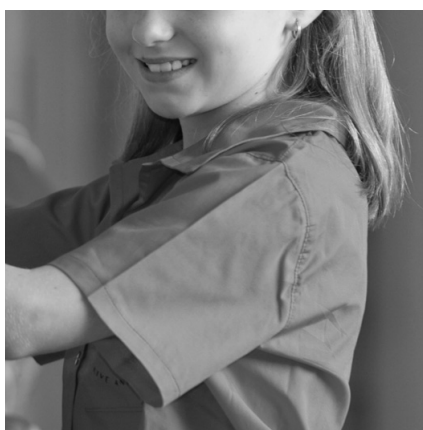




Attendance

Going to school is important



If students miss as little as eight days in a school term, by the end of primary school they will have missed a year of education.

If children miss school they miss out on vital information, their learning routine is broken they can lose confidence and miss out on building up friendships. All students are legally required to attend school every day – including sports days – unless:

- your child is too sick to go to school
- your child has been injured
- your child has to go to a special religious ceremony
- your child has an infectious illness
- there is a serious family situation which requires their involvement.

In high school students need to attend school regularly to meet the course requirements of the School Certificate and Higher School Certificate. It is the responsibility of the parents or carers to make sure your child attends each school day.

If your child is away

If your child has missed school, please write a note. You can use the suggested note at the front of the folder, or write your own. Please include the following:

- child's name and address
- child's class
- dates and number of days your child was away
- explain why your child was away
- your child should give the note to the teacher when they return.

If your child is late or needs to leave early

If your child needs to leave school early to attend a doctor's appointment for example, or arrives late you will need to sign them in or out of school in the book in the school office.

Recording attendance

In primary school, attendance is usually recorded by your child's teacher before the first lesson. In high schools usually a separate roll call is held or attendance is recorded electronically.

Schools are required to inform parents promptly of any unexplained absences. Make sure that your school has your current phone contact details so that they can get in touch with you if needed.

Home School Liaison Officers

Where attendance at school is a problem, a Home School Liaison Officer will work with families, schools and students to improve a child's attendance.