Student Attendance Procedures

Parents are responsible for ensuring that their children attend school regularly and explain absences promptly and within seven days to the school. If a note or phone call is not received then an unjustifiable absence will be recorded for your child.

If your child has four unjustifiable absences then a note will be sent home asking for an explanation on the absences. Further unjustifiable absences may mean a referral to the Home School Liaison officer and/or result in prosecution.

If parents withdraw their children from school for private lessons that are not conducive to the effective operation of the school, an unjustifiable absence will be recorded.

Should your child will be away for a limited period of time and is not sick; approved Leave will need to be attained from the Principal prior to the absence. This will include funerals, weddings, appointments etc. A note to Mr Kurtz explaining the reason for the absence will be acceptable and will then be passed onto the classroom teacher. Leave forms can be collected at the office.

Principals may approve up to 15 days in a year for leave.

If your child will be away for an extended period of time (5 or more days) and is not sick, an exemption will need to be attained from the Principal prior to the absence. This will include family holidays, ongoing medical appointments etc. Exemption forms can be collected at the office.

Principals may approve up to 50 days in a year for exemptions.

Principals may request medical certificates or other documentation when prolonged absences are due to sickness. Otherwise a note or phone call to our Office will be sufficient.

Yours sincerely,

Mr Kerry Kurtz
Principal