

# Absenteeism Policy



# Document Details

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Version	4.00

## Purpose

The purpose of this Policy is to ensure regular attendance at school, which is deemed essential if students are to maximise their potential. Northern Christian School, in partnership with parents and carers, is responsible for promoting and supporting regular attendance of students. We recognise that parents are legally responsible for the attendance of their children at school, however, staff will monitor absences as part of their duty of care.

## Education Act 2016

The Education Act 2016 requires that a parent of a school-age child must ensure that the child attends school each day as required; or participates in an individual educational program; or receives home education; or attends the Academy or TasTAFE each day as required if the child is exempted from the requirement to attend school.

A school-aged child is excused from attendance if the child is prevented from attending because of sickness; or temporary physical or mental incapacity; or any other reasonable cause as approved by the Principal; and a parent of the child has notified the school's Principal. The Principal may require the parent to provide a certificate from a medical practitioner if their child's non-attendance due to illness extends beyond three days. The Principal may require a student not to attend a school during any day on which the student has an infestation or is suffering from any disease which, on advice from the Director of Public Health, is considered infectious, contagious or harmful to the health of other persons at the school. Aboriginal students may be excused from attendance for up to five days per year in order to participate in cultural events or activities. Additional days may be negotiated with the school and approved by the Principal.

## Parents and Carers

Parents and carers are responsible for:

- Enrolling their children of compulsory school age. This refers to a child who is at least 5 years of age as at January 1st in any year.
- Ensuring that their children attend school regularly.
- Explaining the absences of their children to the school promptly.
- Providing a certificate from a doctor if their child is absence in excess of three days.
- Working in partnership with the school to resolve any attendance issues.
- Signing in their children who arrives late or signing out their children who need to leave during school hours.

## Staff - Teachers

Teachers support the regular attendance of students by providing a caring teaching and learning environment which gives a sense of wellbeing and belonging to the community. Teachers are responsible for:

- Recording accurate student attendance/absence daily before 9.30am and by 1.45pm.
- Recording attendance before leaving school for any off-site activity, e.g. swimming program or excursions.
- Recording any changes in attendance during school camps and informing the Administration Office i.e. student going home sick during the camp.

## Staff - Administration Officer

The Administration Officer is responsible for:

- Ensuring attendance/absence records are marked daily.
- Promptly following up any unexplained absences by contacting parents and reporting back to the Principal and teachers.
- Alerting the Principal concerning regular or unexplained absences.
- Providing and maintaining a system for signing in students who arrive late or signing out students who need to leave during school hours.

## Staff - Principal

The Principal is responsible for:

- Ensuring that all attendance data is entered in SEQTA as per the attendance categories.
- Duty of care for all students while they are attending at the required times.
- Following up unexplained absences for students enrolled at school. This is initially done via a SEQTA SMS message process.
- If unexplained absences remain so for 7 days of frequent attempts to contact the home, then the Principal may consider notifying reporting the unexplained absences to Child Protection agencies and/or the Education Registrar for compulsory conciliation conference. If there is no change in the patterns of non-attendance, the Principal, Deputy Principal and the School Counsellor will convene a meeting with the parent or carers to support the students' return to school. After the school has taken all reasonable steps to resolve non-attendance situations, they will inform the Education Registrar and request a compulsory conciliation conference. If the absent student returns after the unexplained absenteeism to school, the Principal will ensure contact is made via phone or letter outlining the requirements of attendance and the school's expectations.



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