



Narrabundah

Early Childhood School

ATTENDANCE AND ABSENCES POLICY

Narrabundah Early Childhood School works with families to ensure that each student is engaged in learning at school and supported to meet attendance requirements.

1. Rationale

- 1.1. Regular school attendance enables students to participate fully in learning and supports their social and emotional wellbeing.
- 1.2. The ACT Education Act 2004 requires parents to meet the school attendance requirement for their child and notify schools of their child's absences.
- 1.3. Schools are responsible for encouraging attendance and participation at school and school activities and for monitoring the attendance of students enrolled at their schools. Schools must develop attendance policy and procedures that should be communicated to the community and provided to each child's parents/carers on enrolment at the school
- 1.4. The NECS Attendances and Absences Policy creates shared understandings and expectations about the procedures for monitoring, recording and following-up student attendance and absences.
- 1.5. Building positive and collaborative relationships through clear communications with parents and carers is critical to the successful management of attendance and absences.

2. Definitions

The school attendance requirement applies to children who are enrolled at a school and requires the child's parents to ensure that the child attends the school on every day and during the times on every day when the school is open for attendance and attends every activity of the school that the school requires the child to attend.

Unexplained absence refers to a student absence where the parent or carer has not provided a reasonable excuse for the absence.

3. Guidelines

- 3.1. **By law**, parents have the responsibility to enrol their child in a school and to ensure that the child attends school.
- 3.2. **By law, the Principal** of a school must ensure that an accurate register of all student enrolments, attendances and absences is kept. Teachers are required to mark class rolls to maintain this register.

Related policies and procedures

Education Participation (Enrolment and Attendance) Policy 2016 – ETD

Attendance at ACT Public Schools Procedure - ETD



- 3.3. At NECS, we promote strong attendance by:
- Making students and families feel welcome and safe
 - Establishing relationships with students based on high expectations and respect
 - Developing positive home-school relationships through regular contact with parents and carers
 - Communicating the importance of regular attendance, including on-time arrival and departure, to families
- 3.4. If a child is unable to attend school on a particular day, the parent/carer must notify the school by 9am by either phone or email.
- Parents must also sign their child in and out at the Front Office if they arrive late or need to leave early.
 - Long-term absences should be discussed in advance with the Principal.
- 3.5. Parents will be contacted by teachers or text message to provide a reason for unexplained absences. This reason should be provided in writing.
- 3.6. Where a teacher has concerns about a student's attendance, these concerns should be relayed to the Team Leader.
- 3.7. Unexplained absences and attendance rates will be monitored through Sentral and attendance concerns will be followed up with a letter home from the Principal.
- 3.8. If concerns continue, a meeting will be arranged with parents/carers to discuss those concerns and if necessary to develop a support plan.
- If attendance becomes a challenge for a student or family, NECS is committed to working closely with appropriate individuals, parents and community organisations having regard for social, cultural and religious factors associated with indigenous students, students from culturally and linguistically diverse backgrounds and socially disadvantaged students.
- 3.9. When unexplained absences reach a maximum of seven days in a school year, ETD policy requires the Principal to commence procedures to encourage attendance and participation at school.
- 3.10. The school attendance policy will be communicated to parents/carers once per term. This policy and associated procedure documents will be discussed with all staff members at the start of each year and upon commencement.