



Attendance Encouragement Policy

Rationale

At St Michael's Primary School we believe all students must attend school each school day except in incidences involving sickness or family holidays or special occasions. Students need to know that school is a safe and happy place. While the responsibility for attendance lies with parents, staff at St Michael's Primary School encourage students and parents to full participation in school life.

Aim

To encourage the appropriate level of attendance by maintaining a safe and happy environment for all students at school.

Implementation

Teachers and members of the school community will work closely to ensure that all students are kept safe at school.

The roll will be marked twice each day, for the morning and afternoon sessions, and any unexplained absences will be followed up by contacting parents. If absences occur without explanation, after a 3 day period the teacher or the Principal will contact the family. The Principal informs the Catholic Education Office (CEO) of serious attendance issues.

If attendance becomes a challenge for a student or family, teachers are 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.

When school procedures are not successful, the Principal writes to parents, requesting that they and the student meet with an authorised person for the purposes of working together to resolve issues that may be hindering the child's regular attendance. Parents must comply with this written request. The role of the authorised person will vary in each case, depending on individual circumstances. The Principal informs the Catholic Education Office of serious attendance issues.

Students who take extended leave during term time may be given substitute work. This is at the discretion of the teacher after discussion with parents. Parents are also advised of school events, including assessment, which will be missed during such leave.

An exemption certificate may be sought when it is not appropriate to require a child or young person to be enrolled or registered, or to meet the full-time participation requirements of the Act. See the CEO Attendance Policy at the link below for full details.

Related Policies:

Enrolment Policy

[CEO Attendance Policy](#)

Approved by: St Michael's School Community Council

Date: 2013

Revision Date: 2017