

## **School Attendance Policy**

### **Preamble**

Illawarra Christian Education (ICE) is committed to caring for the students that attend its schools (1 Pet 5:2, Prov 22:6) which includes the monitoring of their attendance and complying with the requirements of the Education Act (1990) and the authorities that regulate attendance at school.

### **Rationale**

The Illawarra Christian Education Statement of Faith indicates that parents are responsible for the education of their children. Illawarra Christian Education partners with the parents in the educating of children, but the schools cannot do their job if students are frequently absent. Good attendance is closely related to achievement; and educational experiences lost during an absence are irretrievable because catch-up work seldom duplicates classroom interaction.

In order to provide the most effective Christian schooling program, regular attendance is desirable.

Regular attendance is also good training for life after school where workplace and further training requirements will require punctual and regular attendance.

The law requires each child of school age to be in school each day the school is open.

### **Policy Statement**

All students are expected to be at school unless they are medically unable to attend, have an unavoidable commitment, e.g. funeral, specialist doctor's appointment or have been granted leave by the Principal for a specified length of time under Section 25 of the Education Act (1990).

Illawarra Christian Education maintains an electronic register of daily attendances for all students. This includes the attendance of students working away from school premises, e.g. work placement and excursions. The register shall record date/s of absence, reason/s for absence and a record of documentation relating to the absence. Such documentation shall be stored for each school year.

The attendance is recorded electronically by teaching staff at the beginning of each day with lateness, early leavers and reasons for absence entered by the administration staff.

All absences must be explained and parents will be contacted to provide this according to the guidelines in the Attendance Procedures. In the absence of an acceptable reason, absences will be marked as unexplained absences. All unexplained absences from school will be followed up and documentation relating to these will be recorded electronically and filed as appropriate.

Daily attendance records are retained by the school for 7 years after the last entry was made.

Attendance rates of students are monitored. Parents are notified of the existence of attendance problems and the school's concerns for the student's educational progress. Records of correspondence and/or interviews/meetings regarding unsatisfactory attendance will be stored in the student's file.

Data regarding attendance stored electronically will be regularly backed up.

Policy History

Version	Revised By	Approved	Description:	Next Review:
1.0	Greg Batten & Charlie Muscat	Sep 2014	Initial release	2016
1.1	Policy Committee	Pre-approved October 2016	Change of operational name to ICE, Campus to School and reformatting	2017