

# **Attendance Policy**

## **Policy**

All students of compulsory school age enrolled at Pickering Brook Primary School are required to attend school.

## **Background**

Pickering Brook Primary School prides itself in maintaining a very good attendance rate (i.e. student attendance rarely falls below 92.5% for students.)

## **Procedures**

1. Teachers to electronically record attendance twice a day on SIS.
2. Parents are required to give teachers an explanation of child's absence within 3 days of the start of the absence.
3. Absence explanations may be verbal or written.
4. It is preferable all parents/guardians contact the school regarding any absences on the day of the absence. If parents notify the front office and not the teacher directly, a form will be completed and located in communication file on the front office desk. Teachers are to check this file if they note a student absence and have received no direct notification.
5. If the teacher and front office have received no explanation within 3 days of the start of the absence then
  - the teacher calls/writes to the parent.
  - if no response, administration to write a formal letter requesting an explanation.
6. The principal can request a medical certificate.
7. A student is excused from attending our school if the parent has notified the principal in writing or registered for home schooling.
8. Administration notifies the District Attendance Officer if a child has an absence of 20 days or more. Action will be determined on an individual case.
9. If parents continue not to fulfil the legal requirements of school attendance (Section 23 and 26 of the Education Act) a school attendance panel will be established. (For further information see School Attendance Panel Procedures.)