



ST JOSEPH'S SCHOOL PLEASANT POINT

ABSENCES PROCEDURE

RATIONALE:

It is a legal requirement of the school that all children between six and sixteen must attend school on a regular basis.

To ensure the safety of all students, parents/caregivers must notify the school each day their child is absent.

GUIDELINES:

1. Parents must inform the school of a child's absence each day by either sending a signed note with a sibling, by leaving a message on the school answer phone, or contacting the Office staff before 9.00am on the day of the absence.
2. Where absence is anticipated, parents will contact the Principal and/or classroom teacher.
3. Teachers will monitor attendance through their register and daybook.
4. Any unexplained absences will be checked by the Secretary or Principal by contacting the parents/caregivers. If the parents/caregivers are unable to be contacted the first emergency contact person will be phoned. If they are unable to be contacted the second emergency contact person will be phoned. If we are unable to contact any of the named emergency contacts the Principal will use their discretion as to what course of action will be taken next.
5. A pattern of absences, either explained or otherwise, should be noted and reported to the Principal.
6. If attendance issues cannot be resolved the Truancy Officer should be contacted and the protocols for using his/her services adhered to.
7. Exemption from instructional programmes, other than Reading Recovery, will be granted for an average of up to one hour per week at the discretion of the Principal.

8. In case of illness/accident at school parents or approved caregiver will be informed and asked to collect their children as soon as possible and the roll noted accordingly.

Formulated by: Documentation & Self-Review Committee
Approved by: BOT December 8th 2004
Reviewed: November 2004, August 2008, August 2011

Chairperson: _____ **Date:** _____

This policy should be read in conjunction with the Special Character policy and the