***Gerringong Public School Attendance Policy***

Regular attendance at school for every student is essential if students are to achieve their potential. Schools in partnership with parents and carers are responsible for promoting and supporting the regular attendance of all students.While parents / carers are legally responsible for the regular attendance of their children, school staff,as part of their duty of care, record and monitor part and whole day absences from school.

***Parents and carers must ensure:***

2.1. children of compulsory school age are enrolled in a government or registered non-government school or, registered with the Board of Studies, Teaching and Educational Standards (BOSTES) for Home Schooling.

2.2. children who are enrolled at school attend every day the school is open for instruction.

2.3. an explanation is provided for absences to the school within 7 days from the first day of any period of absence through means such as telephone call, written note, text message or email. The 7 day timeframe for explaining absences is a requirement of the *Education Act (1990).*

2.4. work in partnership with the school to plan and implement strategies to support regular attendance at school. This includes communicating with the school if they are aware of issues impacting their child’s attendance or engagement with the school.

***At Gerringong Public School we ask that you:***

* Contact the school to provide information about an absence. This contact can be through the use of the absences note booklet or a hand written note to explanation your child’s absence from school. If you ring the school, a note of your phone call will be recorded by staff.

**Please note:** a written explanation upon your child’s return is required for our records within 7 days.

* Provide a medical certificate for a sick leave absence greater than 3 days.
* Make an application and/or appointment with the Principal if an absence greater than 6 days for a family holiday is to be undertaken. This must be done prior to the absence occurring. Please bring any travel documentation with you to the meeting. A *Certificate of Extended Leave- Travel* will be issued if approved by the Principal. **Please note**: family holidays need to be arranged, where possible, in school holiday times.
* Parents must provide a note for late arrivals and early departures. Students must be signed in and out at the office.
* Speak with your child’s teacher if you are experiencing difficulties getting your child to school.

***Gerringong P.S. Staff will:***

* Provide a caring teaching and learning environment which fosters students’ sense of wellbeing and belonging to the school community
* Record and monitor accurate records of student attendance
* Ring you after 3 consecutive days a student is absent
* Send home, after 7 days, a letter, requesting an explanation of an absence. These letters will continue to be generated until an explanation is provided or referred to the Principal, the Learning Support Team or Home School Liaison Officer.
* Alert the principal, or staff member responsible for monitoring attendance, when a student’s pattern of attendance is of concern, or if no explanation is received from the parent or carer within required timeframes
* Request an interview if your child is regularly late, regularly leaves early or is regularly absent from school.
* Support families experiencing difficulties or where students are at risk of developing poor school attendance patterns
* Refer students of ongoing concern to the Learning and Support Team, and where necessary notify the Child Wellbeing Unit and the Home School Liaison Officer

For Further Information Please Contact the Principal