Kiama High School

Attendance Policy

2012
Attendance Policy

This policy sets out the requirements for the attendance of students at Kiama High School.

1 Objectives – Policy Statement

1.1 Section 22 of the Education Act (1990) states that it is the duty of the parent of a child of compulsory school-age to cause the child:

(a) to be enrolled at, and to attend, a government school or a registered non-government school, or

(b) to be registered for home schooling with the Board of Studies.

1.2 All students who are enrolled at Kiama High School, regardless of their age, are expected to attend school whenever instruction is provided.

1.3 Section 24 of the Education act requires the principal to maintain an attendance register in a form approved by the minister.

2 Context

2.1 Regular attendance at Kiama High School is essential to assist students to maximise their potential. Kiama High School, in partnership with parents, is responsible for promoting the regular attendance of students.

2.2 Encouraging attendance is a core responsibility and belief of Kiama High School.

2.3 The school attendance register should reflect the highest professional standards.

2.4 Kiama High School’s attendance policy should be read in conjunction with the current Department policies and procedures, the Kiama High School Attendance Procedures and the Kiama High School Attendance Plan.

3 Responsibilities and delegations

3.1 Parents and Carers

3.1.1 It is the duty of the parent of a child of compulsory school-age to cause the child:

(a) to be enrolled at, and to attend, a government school or a registered non-government school, or

(b) to be registered for home schooling with the Board of Studies and to receive instruction in accordance with the conditions to which the registration is subject.
3.1.2 Parents are required to explain the absences of their children from school promptly and within seven school days to the school.

3.2 Principals:

3.2.1 must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance

3.2.2 or their delegate will undertake all reasonable measures to contact parents promptly and within two school days of an unexplained absence occurring.

3.2.3 are responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of students.

3.2.4 must ensure that the school education director is informed of attendance problems and issues. This includes providing the school education director or nominee with regular information about students for whom chronic non-attendance is an issue.

3.2.5 must ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school

3.2.6 have the authority to grant:

- sick leave to students whose absences are satisfactorily explained as being due to illness

- an exemption from school attendance for periods totaling up to 100 days in a 12 month period for any one student

- part-day exemptions from school for periods totaling up to 50 days in a twelve month period (See Statements 1.3.2 and 1.3.3 of Guidelines for Exemption from School 2009).