**Merriwa Central School**

***Valuing individual potential – achieving personal best***

**Information for parents**

**School attendance policy**

**What are parent responsibilities?**

Education in New South Wales is compulsory for all children between the ages of six years and below the minimum school leaving age 17 years. The Education Act 1990 requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school.

Once enrolled, children are required to attend school each day it is open for students.

**Being on time**

Arriving at school and class on time:

 • Ensures that students do not miss out on important learning activities scheduled early in the day

• Helps students learn the importance of punctuality and routine

• Give students time to greet their friends before class

• Reduces classroom disruption

Lateness is recorded as a partial absence and must be explained by parents.

**What if my child has to be away from school?**

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

• being sick, or having an infectious disease

• having an unavoidable medical appointment

• being required to attend a recognised religious holiday

• exceptional or urgent family circumstance (e.g. attending a funeral)

Following an absence from school you must ensure that within 7 days you provide the school with a verbal or written explanation for the absence. Many parents are now using the school app to send in sick notes. However, if the school has not received an explanation from you within 2 days, the school may contact you to discuss the absence.

Principals may decline to accept an explanation that you have provided if they do not believe the absence is in the best interest of your child. In these circumstances your child’s absence would be recorded as unjustified.

**What may be considered an unjustified reason for absence?**

• hairdressers appointment

• helping with shopping

• leaving school early eg during sport or study periods

• arriving late slept in

The Principal may request medical certificates or other documentation when frequent or long term absences are explained as being due to illness. If the request is denied, the principal can record the absences as unjustified.

**Travel**

Families are encouraged to travel during school holidays. If travel during school term is necessary, discuss this with your child’s school principal. An Application for Extended Leave may need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child’s total absences for the year.

If parents would like clarification of Department attendance procedures, please feel free to contact the school.

Darren Noonan

Principal

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