



ATTENDANCE POLICY 2013-2015

School Context

North Ainslie Primary School is an ACT government school which works within the parameters of the ACTDET policy framework. It is situated in an inner northern suburb of Canberra. It is a culturally and linguistically diverse school, which provides education for approximately five hundred students. North Ainslie is particularly unique because it is home not only to a mainstream primary school but also to an introductory English centre for migrant and refugee children (IEC), and to a learning support unit for students with autism (LSU). The school also provides mainstream integration for a number of children with learning disabilities. Our school community is one which covers a broad socio-economic base.

Purpose

This policy aims to support the effective implementation of school attendance procedures at North Ainslie Primary School.

Rationale

The ACT Education Act requires that all students attend school between the ages of six years and fifteen years. It is a joint legal responsibility of parents and teachers to encourage and to help students to attend school regularly.

Implementation

Guidelines

By law, parents have the responsibility to enrol their child in a school and to ensure that the child attends:

- the school on every day, and during the times on every day, when the school is open for attendance
- every activity of the school that the school requires the child to attend.

By law, the Principal of a school must ensure that an accurate register of all student enrolments, attendances and non-attendances is kept. Teachers are required to mark class rolls twice daily to maintain this register.

If your child is unable to attend school on a particular day, please notify the front office promptly, either by letter, phone, fax, or e-mail. If you phone we also require that you send a letter to your child's class teacher informing him/her of your child's absence. Any written communication (except e-mail) should be signed by the parent or guardian and should also state:

- The child's name
- The child's class
- The duration of absence
- The reason for the absence

If the front office has not been notified by 9.30am of an absence, class teachers will request that the parents/carers of the child are rung. Children who arrive at school after 9.10 am will need to be escorted to the front office by their parent/carer to collect a late slip which they can then give to their class teacher.

Parents should also be aware that if his/her child has not been attending school regularly, the principal of the school may, by written notice, require the child's parents and the child to meet with an authorised person at a stated place and time.