

Attendance Information for Parents

Why is attendance important?

- We care about your child's education;
- Poor attendance will have a negative affect on your child's learning;
- We want our children to make the most of their experiences in school.

What is an authorised absence?

- Your child is too ill to attend school (proof of illness from your doctor may be required);
- An unavoidable medical appointment;
- An agreed leave of absence (Note: A Leave of absence form needs to be completed prior to absence).

What is an unauthorised absence?

- A family holiday;
- Sleeping in;
- Staying off school because a sibling or parent is unwell;
- Taking the day off because it is your birthday;
- Staying home for deliveries;
Any other similar reasons.

What do I do if my child is unwell?

Please ring the school EACH DAY your child is ill.

If you have not contacted the school, we will ring you prior to 9.30am.

If we are unable to get in touch, a member of school staff or the Education Welfare Officer may visit your home.

What does Good attendance mean?

99% - 100% = Excellent

97% - 98% = Good

95% - 96% = Average

When does it become a concern?

If your child's attendance falls below 95%, school will send you a letter and attendance will then be monitored closely.

If your child's attendance falls below 90%, we will refer you to the Education Welfare Officer.



Let's work together to ensure all of our children are in school every day.