

## ATTENDANCE MATTERS



As we come to the end of another busy school year I would like to thank all those parents and guardians who have rung the attendance line to let the school know that their child/children would be absent at different times throughout the year. It makes a big difference in helping keep your child's attendance records up to date and accurate.

The direct attendance line – **9845 7519** operates 24/7 so a message related to all attendance matters can be left at any time.

Please ensure you leave - **A reason for the absence and duration**  
**Full name and form details**

For your information I have included below the Government Policy on Attendance which I hope will give parents and guardians are better understanding of what the requirements are in relation to reporting absences.

*Students are expected to attend normal school hours every day of each term. An exemption should be sought if the attendance expectation is reduced for a particular child. A principal or regional director (depending on the circumstances) authorise an exemption and provide written approval for student attendance to be exempt or reduced to less than full time.*

*For absences where there is no exemption in place, the parent/guardian should provide an explanation on each occasion and the school will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the Education and Training Reform Act 2006.*

## MERRY CHRISTMAS AND A HAPPY NEW YEAR

*Kay Priestly - Attendance*