



## ATTENDANCE POLICY

The implementation of the Security Procedures reflects the school's commitment to the Diocesan Vision and Mission and the Vision and Mission statements of the school.

At St Joseph's School, it is expected that the school be notified of any full day absences. This can be done via email, phone call or through the Skoolbag app. Parents/carers can also fill out an absence form at the office.

- If a child is late, partially absent or leaving early, the parent or care giver must come to the office and fill in the Partial Absence book. The roll is then adjusted by the administration staff.
- An unexplained absence of three days or more is to be followed up by the classroom teacher.
- Class teachers mark the roll electronically each day and must use the approved codes for marking.
- Records of absenteeism are kept for 12 months and are filed in SAS.
- If a family is taking extended leave, the appropriate paperwork must be completed and signed by the Principal and parent/guardian as required by Government legislation.
- Chronic absenteeism is referred to Catholic Education Wagga Diocese consultant who with the principal, meets with the child's parents/carers to put procedures in place to ensure the child attends school regularly.

Reviewed 2018