

TURRAMURRA

HIGH SCHOOL

Attendance Policy

NSW public schools work in partnership with parents to encourage and support regular attendance of children and young people. When students attend school every day, learning becomes easier, and they build and maintain friendships with other children.

When a student is absent from school, a verbal or written explanation must be provided to the school within seven days detailing the reason for that absence e.g. illness, injury etc. Notification can be by telephone, email or written note, preferably on the day of absence or the first day of their return. The school sends out SMSs daily (with rare exceptions) to parents of students who are absent without explanation.

When a student has been absent for three days without explanation, an *Absence of 3 Days* letter (Compulsory School Attendance – Education Reform Act 1990) is sent to parents/guardians who are requested to promptly reply to the letter.

All late arrivals or early departures must be explained by parents. Students must submit a note of explanation signed and dated by the parent to the Rolls Officer **before the start of the school day** to ensure the absence is recorded accurately on class rolls. Specialist appointments (medical, dental etc.) should be, where at all possible, made outside school times (this includes sport time which is part of the school curriculum).

Absence data for the whole school is collated each semester and reported to the Department of Education via the Return of Absence Data Collection.

The principal may decline to accept an explanation that has been provided if they do not believe the absence is in the best interest of the student. In these circumstances, the student's absence would be recorded as 'unjustified'.

Year 11 and Year 12 students follow a flexible timetable. They are expected to be in attendance at scheduled lessons and to undertake all necessary attendance procedures when arriving later than Period 1. NESA guidelines determine that Year 11 and Year 12 students must provide a medical certificate if absent on the day of an assessment or the day prior to an assessment.

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

Parents concerned about the attendance of their child should contact the relevant Year Adviser to discuss strategies to improve attendance. The principal may seek further support from the Home School Liaison Officer (HSLO) to develop an Attendance Improvement Plan.

Information on *Compulsory School Attendance* and *Application for Extended Leave* forms can be found on the Turramurra High School website: <https://turramurra-h.schools.nsw.gov.au/>