

Scottsdale High School

Attendance Policy



Ratified by School Association 5 November 2014

The Importance of Attending School

Scottsdale High School has high expectations in regard to attendance and we work hard to ensure that we have a supportive culture where students are engaged in quality learning. Our school works to ensure all students can access a meaningful, purposeful and personalised learning program. Consistent attendance is critical to learning, promotes a sense of belonging, provides the opportunity to build and maintain friendships and develops skills and routines for future success.

Responsibilities

School attendance is compulsory for all students in Tasmania. Under the Education Act it is the responsibility of parents to ensure that their child is enrolled in a school, senior secondary school or TasTAFE as required by law, or registered for home education.

School:

- Maintain a supportive culture that encourages and celebrates regular attendance.
- Provide positive recognition for excellent attendance through whole school assemblies, newsletters and celebration events.
- Adhere to the Department of Education *Enrolment, Attendance and Participation Policy*.
- Maintain an official record of attendance for each enrolled student.
- Monitor attendance during class time.
- Provide regular communication with parents including text messages/phone call and letters of unexplained absences and attendance concerns.
- Provide appropriate supports when attendance is a concern, including working closely with families.

Parents/Guardians:

- Have high expectations in regards to the importance of learning and ensure that their child attends school each day.
- Notify the school when your child will be absent because of illness, incapacity or other reasonable cause and provide a certificate from a medical practitioner within 5 days for absences beyond 5 consecutive days.
- Follow the directions of the Principal in relation to attendance associated with communicable diseases or infestation.
- Notify the school in writing when your child is leaving to attend another school.
- Be aware that it is a legal requirement for students to be at school and hence mindful that any absences from school for appointments etc. must be genuine and kept to a minimum.

Student:

- Commit to attending school every day.
- Arrive at school punctually ready to engage in learning opportunities with a positive attitude.
- Ensure that learning is a priority and being absent for appointments etc. is to be kept to a minimum.
- Follow correct procedures for signing in/out through the front office including providing a written note for the Assistant Principal.
- Pass on any notes/information to the class teacher regarding explanations for being absent from school.

Supports

Your child's learning and attendance is supported by their class teacher. Class teachers monitor daily attendance and are your first contact in relation to any concerns you may have.