Parental Responsibilities

- Parents are responsible for:
  - enrolling their children of compulsory school age in a registered non-government school.
  - ensuring that their children attend school regularly;
  - explaining the absences of their children from school promptly and within seven days to the school;
  - taking measures to resolve attendance issues involving their children.
Rolls

- Rolls will be marked early in the school day and on all days that the school is open for instruction, including sports carnivals, excursions.

- Parents are expected to have their child/children at school before the first bell rings.
Rolls continued …

- If children arrive late or leave early for an appointment, parents are to sign the register at the front office.

- Parents will receive a phone call from the school if a child is absent for five consecutive days and the school has not been notified.
Parents will receive a phone call for habitual non-attendance after five days in the school year if the absences are unexplained or the explanation is declined by the Principal.

Parents can now call the school or write a note explaining the absence. Both forms are an acceptable method of recording a student’s absence.
Non-Attendance Issues

- Resolution of attendance difficulties may require a range of additional school-based strategies including:
  - student and parent interviews;
  - reviewing the appropriateness of the student’s educational program;
  - development of a school-based attendance improvement plan;
  - referral to an outside agency;
Non-Attendance Issues continued...

- If a range of school based interventions has been unsuccessful, support may be requested by referring individual cases of unsatisfactory attendance to the Catholic Schools Office in the first instance, which then advises the Catholic Education Commission, NSW.

- Police officers are authorised to act as attendance officers under Section 122 of the Education Act (1990).

- There will be legal ramifications for parents who do not ensure their child’s attendance.
The school may record up to 15 days in School Year for a student for:

- Misadventure/Unforseen Event
- Domestic Necessity
- Participation in non-school Special Event
- Attendance at Funeral
Granting Leave - Sick/Medical

- Sick leave will be granted if your child is away due to illness or for the following reasons:
  - Medical appointment - GP or specialist
  - Dental appointment
  - Mental Health appointment

A medical certificate is required for absence from school for 5 or more consecutive days due to illness.
Granting Leave continued ...

- If parents are planning to take children on a family holiday during school time that is more than five consecutive days, they must request either in writing or verbally for the Principal to grant leave.

- Leave can be granted for up to 100 school days in a year. More than 100 days leave must be granted by the Minister for Education and Communities.
Granting Leave continued ...

- Parents will be given an application by the school that must be completed and sent to the Principal.

- A decision will be made by the Principal. If leave is granted, parents will be issued with a certificate of exemption. This will not be counted as an absence.

- If the Principal declines leave, parents will receive notification informing them of this decision.
Granting Leave continued...

- Only the Director of Catholic Schools and the Minister for Education and Communities can issue Exemptions from Enrolment.
Summary

- Refer to the handout for detailed information
- Apply to the Principal for an exemption for a family holiday totally more than 5 days
- Let the school know if your child will be absent or has been absent - written or verbal
- Ensure that your child is regularly attending school
- If unsure about any of the changes, speak with the class teacher, Julie or Vin