

## Attendance Procedures

All enrolled students are expected to attend school full-time, from 8:50am to 3:15pm (8:50am-1:35pm Wednesdays), in accordance with the Education Act. Any change in attendance needs to be negotiated with the Principal.

### Attendance is:

- Being at school, unless there is an acceptable reason.
- Being at school on time.
- Being at school until the dismissal time.

### At Mid North Education Centre, we believe attendance is important because:

- It ensures continuity of education and learning.
- It enables the development and maintenance of positive interpersonal relationships.
- It develops good work habits and a sense of responsibility.

## Responsibilities:

### Parents / Caregivers will:

- Contact the front office or text the class phone to advise of the students non-attendance.
- Inform the taxi company of the students absence from school.
- Provide a doctor's certificate as requested by the site.
- Contact the front office to advise of the students late attendance/early collection.
- Seek exemption from the principal if absences will be more than 7 or more days for planned family circumstances.

### Students will:

- Attend school every day unless they have a valid reason.
- Participate in all areas of schooling.
- Respect other's right to attend in a safe, secure learning environment.
- Be honest, open in communication between home and school eg. by ensuring that notes are delivered and returned.

### Teachers will encourage maximum attendance by:

- Providing a safe, secure and stimulating learning environment.
- Developing programs to meet learning needs of individual students.
- Use positive, open communication with home.
- Providing a learning environment that encourages full participation by being relevant, enjoyable and values successes.
- Gaining insight into the 'whole child' and/or issues preventing attendance.
- Inducting new children and families into the school culture and procedures.
- Keeping accurate class attendance in line with DfE guidelines.
- Seeking reasons for non-attendance/lateness through parent contact, school diaries or home visits.

### Front Office Staff:

- Enter attendance records including any reasons.
- Notify teachers of phone messages concerning attendance.