



## ATTENDANCE

Attendance at school is legally required under the Education Act and punctuality is a value Redeemer College wishes to instill in our students. To be fully prepared for school, students should arrive at 8:30am. Preparations for class such as submitting homework or notes, taking school equipment to the classroom, getting materials ready for the morning session should be completed before playing.

Playground supervision begins at 8:30am therefore students who are at the College earlier than this are required

- Primary- to sit in the Eating Area.
- Secondary- to sit in the Secondary courtyard.

**No students should enter classrooms or go to portracks/lockers until the supervising teacher dismisses them.**

For student safety and emergency procedures, **all students arriving late or leaving early, whether it is a few minutes or half an hour, are required to sign in or out at the office.** Students leaving early are to be collected by parents/ guardians from the College Office.

The Education Act requires that each parent of a child, who is of compulsory school age must ensure that the child is enrolled and attends school on every school day, for the educational program, in which the child is enrolled, unless the parent has a reasonable excuse.

There are very explicit guidelines in determining whether excuses for student absences are considered as 'reasonable excuses' in compliance with the Education Act. Acceptable nonattendance is clearly stated in the following table.

Absentee Category	Guidelines	Comment
Reasonable excuse	<ul style="list-style-type: none"><li>• Participating in one of the following activities - school activity, excursion, off campus activity, school sport.</li><li>• Illness, infectious or contagious disease, medical or dental treatments or procedures, sport, suspension, exemption from schooling, funeral, legal, holiday <u>with specific requirements</u>.</li></ul>	<p>A student not physically present at the school site will not be considered absent from College.</p> <p>If a student is to be absent for a period of more than ten (10) days due to illness or holiday, the Principal may grant an exemption from compliance with the requirements of compulsory schooling or compulsory participation for up to one (1) year. This exemption must be sought <u>prior</u> to the absence and must be applied for <u>in writing</u> in consultation with the Principal.</p>
Not a reasonable excuse	<ul style="list-style-type: none"><li>• Unexplained absence</li><li>• Leisure activities: shopping, visiting friends and relatives, fishing or camping.</li></ul>	<p>No explanation for absence has been offered to the College by the parent.</p>

The Principal will use their professional judgment in determining whether other reasons not contained in this document given by the parent are reasonable explanations for a student's absence.

The College's Office Administration system allows teachers to mark the roll electronically and add absentee information directly to the office database. The program requires absentee information to be recorded as reasonable or unreasonable excuse and the above guidelines will be used for defining all absences.

Parents are asked to advise the College by telephone, e-mail or note prior to or on the morning of their child's absence. **All unexplained absences will be followed up with a telephone call from the Office staff at 9.30am.**