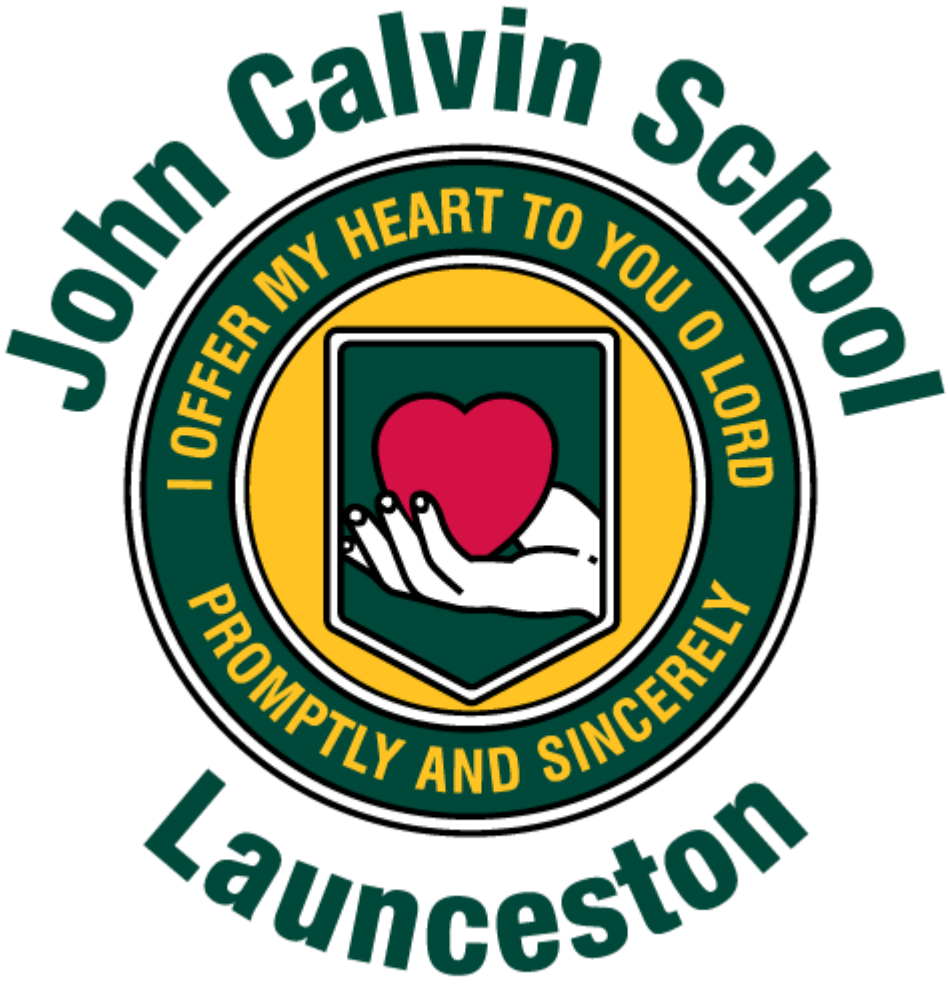

Attendance Policy & Procedure

POLICY DATES: JOHN CALVIN SCHOOL ATTENDANCE POLICY AND PROCEDURE			
Formulated			
Implemented	**2017**	**Reviewed**	MARCH 2026
Next Review Due	**MARCH 2029**		
POLICY AUTHORISATION			
Principal	**Daniel Coote**	**Signature**	
Chair	**C Mulder**	**Signature**	

1. **Scope**

These procedures apply to all school-aged children enrolled at John Calvin School Launceston.

2. **Purpose**

The aim of these procedures is to provide clarity and detail for the school and parents in relation to the requirements for school attendance under the Education Act 2016.

3. **Definitions**

Parent: includes guardian or other person having the care or control of a child.

Part-time attendance: when a student is enrolled in a school but is participating part-time in an educational program endorsed by the school.

School: under the Education Act means a state school and a centre, unit or institute of the state or TasTAFE, which provides educational instruction at any level up to, and including, the final year of secondary education; and a school registered by the School Registration Board (independent and Catholic schools).

School-aged child: defined under the Education Act and refers to a child who is at least five years of age as at 1 January in any year, and who unless exempted or excused under the Education Act 2016, must be enrolled at a school or be provided with home education for that year and subsequent years until the child completes the school year during which he or she attains the age of 18 years, obtains a Year 12 completion certificate or a certificate III.

School program: includes school endorsed program (including off-site provision) as outlined in a student's personalised learning plan.

4. **Procedure details**

4.1. Legal requirements

- It is the parent's/guardian's responsibility to inform the school of any student absences.

  The Department of Education and Young People (DECYP) have listed the following as authorised reasons for non-school attendance:

  - Sickness or incapacity
  - Medical, legal or related appointments
  - Natural disaster or extreme weather preventing your child from safely attending their enrolled school
  - Terminal illness of an immediate family member
  - Bereavement of a person your child had a close, significant or family relationship with
  - Having witnessed or been subjected to family violence

- Being a participant or an official at a recognised State, National or International event
- Participation in a recognised learning experience
- An application for home education being received by the Education Registrar and provisional registration being granted.

- A parent of a school-aged child must ensure that the child either attends the school each day as required by the Principal, or
    - participates in an individual educational program
    - receives home education
    - attends a senior secondary school (or TasTAFE) each day as required – if the child is exempted under Section 5 of the Act from the requirement to be enrolled at a school subject to a condition that the child attend or be enrolled at either a senior secondary school or TasTAFE (Education Act 2016)
    - A school-aged child who is not provided with home education is to attend a school during the whole of the school day unless the child is participating in an individual educational program or is exempted or excused under Part 2 of the Education Act 2016

4.2. Recording attendance

- The Principal must alert parents at the beginning of each year through newsletters and website information of the days that students are required to attend school for that year.
- The Principal will ensure that student attendance is recorded for each enrolled student each day that the school is open. This includes attendance at any off-site activities.
- The Principal has duty of care for all students while they are attending at the required times.
- Attendance records will be kept using the school management system (TASS) in accordance with the following procedure:
    - Class teachers will record attendance at the beginning of each school day.
    - Parents are required to advise the school by 9:00am if a student is going to be absent or late and provide the reason.
    - If a student is absent without notification the office staff will make contact with the family to ascertain the whereabouts of the student.
    - When arriving at school late, students must check in at the office before heading to class and office staff will update the attendance records.
    - If a student needs to leave school during normal school hours the parents must notify (preferably in advance with a leave application form) office and class teacher with the reason for the departure. The student must check out at the office before leaving and check back in at the office when they return.

- The Principal is responsible for following up unexplained absences of students.
- At the end of each term an attendance report will be reviewed by the Principal for analysis and identification of any absence trends. The Principal will engage teachers on a monthly basis with attendance data to gain perspectives on attendance patterns or issues. Parents will be contacted to discuss any non-attendance trends that become evident.
- Student attendance is to be reported to parents twice annually on semester 1 and semester 2 full reports.

4.3. Excusing attendance

- A school-aged child is excused from attendance if the child is prevented from attending because of sickness; or temporary physical or mental incapacity; or any other reasonable cause as approved by the Principal; and a parent of the child has notified the school's Principal.
- A reasonable cause is one which the Principal in their professional capacity judges to be in the best educational interests of the student.
- The Principal may require the parent to provide a certificate from a medical practitioner if their child's non-attendance due to illness extends beyond five days, being the period specified by the Department of Education Secretary (the Secretary).
- The Principal may require a student not to attend a school during any day on which the student has an infestation or is suffering from any disease which, on advice from the Director of Public Health, the Secretary considers may be infectious, contagious or harmful to the health of other persons at the school. Appendix 1 provides further details in relation to infectious diseases.

4.4. Non-attendance

- In cases of non-attendance (unexplained or inappropriate absence) the Principal will:
    - Communicate with the parents to ascertain the reason for the non-attendance.
    - Communicate the legal obligations of parents to have their child attend school in accordance with the Education Act 2016.
    - Advise the parents of the Principal's obligation to report non-attendance to the Education Registrar, and the power of the Registrar to enforce a compulsory conciliation conference. https://oer.tas.gov.au/compulsory-conciliation

4.5. Part-time attendance

- Part-time attendance is when a student is enrolled in a school but is participating part-time in an educational program endorsed by the school.
- A student does not have part-time attendance status if they are participating off-campus in a full-time school-endorsed program.

- Part-time attendance may be appropriate when:
    - a child has a particular medical condition or is affected by medical treatment
    - it is a condition for enrolment in an educational or vocational program being offered outside the John Calvin School.
    - a student has long-term prospects of stable employment
    - particular circumstances impact on the child's capacity to engage in full-time schooling
    - the child has special educational needs that can best be met through part-time attendance.
- If parents believe that part-time attendance is in the best interest of their child, an application to the Department of Education Secretary must be made in accordance with Sections 7 (1) and (2) Education Act 2016.

Appendix 1: Infectious diseases

The following diseases are presently deemed to be infectious, contagious or potentially harmful to the health of other people in a school. The minimum periods that a sufferer should not attend school are indicated. These recommended periods are a guide which may be modified in individual cases. Further advice can be obtained from the Director of Public Health.

Chicken Pox	Should not attend for five (5) days after the first eruption appears (scabs remaining after this time are not an indication of a need for continued exclusion)
Conjunctivitis	Should not attend until eye discharge stops
Covid 19	Should not attend until no symptoms evident
Diarrhoea	Should not attend until 48 hrs after last episode
Diphtheria	Should not attend until medical certificate of recovery issued after at least two (2) negative throat swabs
Glandular Fever	May attend school
Hepatitis A	Should not attend until medical certificate of recovery
Hepatitis B	May attend school
Hepatitis C	May attend school
HIV	May attend school
School Sores	Should not attend until sores on exposed surfaces have been treated and are covered with a dressing
Leprosy	Should not attend until health authority authorises return
Measles	Should not attend for at least five (5) days from appearance of rash
Meningitis (Bacterial)	Should not attend until well
Meningococcal Infection	Should not attend until well
Mumps	Should not attend for at least nine (9) days after onset of symptoms
Pediculosis (Head Lice)	Should not attend until day after treatment has started
Poliomyelitis	Should not attend for at least 14 days from onset and readmit on medical certificate of recovery
Ringworm	Should not attend until day after treatment has started

Rubella (German Measles)	Should not attend until fully recovered or for at least four (4) days after the onset of rash
Scabies	Should not attend until day after treatment has started
Streptococcal Infection (including Scarlet Fever)	Should not attend for 24 hours after antibiotic treatment and the student feels well
Trachoma	Should not attend until day after treatment has started
Tuberculosis	Should not attend until production of medical certificate
Typhoid and Paratyphoid Fever	Should not attend until production of medical certificate
Whooping Cough	Should not attend for five (5) days after starting antibiotic treatment.