



Lake Illawarra South Public School

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Parent / Carer Responsibilities for Student Attendance at Lake Illawarra South Public School

Regular attendance at school for every student is essential if students are to achieve their potential. Schools in partnership with parents and carers are responsible for promoting and supporting the regular attendance of all students.

While parents / carers are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, record and monitor part and whole day absences from school.

Parents and carers must ensure:

- 2.1. their children of compulsory school age are enrolled in a government or registered non-government school or, registered with the Board of Studies, Teaching and Educational Standards (BOSTES) for Home Schooling.
- 2.2. their children who are enrolled at school attend every day the school is open for instruction.
- 2.3. they provide an explanation for absences to the school within 7 days from the first day of any period of absence through means such as telephone call, written note, text message or email. The 7 day timeframe for explaining absences is a requirement of the *Education Act (1990)*.
- 2.4. they work in partnership with the school to plan and implement strategies to support regular attendance at school. This includes communicating with the school if they are aware of issues impacting their child's attendance or engagement with the school.

At Lake Illawarra South we ask that you:

- Use the Skoolbag App, absences note booklet or a hand written note to provide a written explanation of your child's absence from school. If you ring the school or the school rings you, your phone call will be recorded by staff **Please note:** a written explanation upon your child's return is required for our records within 7 days.
- Provide a medical certificate for a sick leave absence greater than 3 days.
- Make an appointment to see the Principal if an absence greater than 2 days for a family holiday is to be undertaken. This must be done prior to the absence occurring. Please bring any travel documentation with you to the meeting.
- Parents must provide a note for late arrivals and early departures.
- Do not take your child from school after a Friday assembly or early from a carnival, open day etc. Early departure on these days will be recorded as an unjustified absence.
- Speak with your child's teacher if you are experiencing difficulties getting your child to school. We are here to support you and your child.

Lake Illawarra South Public Staff will:

- Record and monitor student attendance
- Ring you after 2 consecutive days a student is absent
- Send home a letter asking for a written explanation if none is received. You have 7 days to do this after your child returns to school
- Request an interview if your child is regularly late, regularly leaves early or is regularly absent from school
- Support families experiencing difficulties or where students are at risk of developing poor school attendance patterns
- Refer students of ongoing concern to the Learning and Support Team, and where necessary notify the Child Wellbeing Unit and the Home School Liaison Officer

For more information, please contact the school Principal.