

# Regular School Attendance

## Information for parents and carers



All children have a right to an education. Only by regular school attendance can children make the most of educational opportunities, leading to greater social and economic outcomes.

Schools play a vital role in the social and emotional development of children. Regular attendance enables students to develop a sense of belonging to a peer group and building important coping and friendship skills. Confident children are less likely to engage in anti-social behaviour.

If students miss out on the basic skills in the early years of school, they may experience learning problems in later years. Ultimately, unsatisfactory attendance at school may affect the awarding of the School Certificate.

Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as a part of their duty of care, monitor part or whole day absences. Parents and school have specific responsibilities concerning children's attendance at school.

### Responsibilities of the principal

Principals are legally responsible for maintaining accurate records of student attendance. When reasons for absences are provided to the school by parents, principals are accountable for their decision to record a student's absence as justified. Principals may decline to accept as satisfactory an explanation for an absence and will record that absence as unjustified.

Principals may request medical certificates or other documentation when absences explained as being due to illness are frequent or prolonged.

### Responsibilities of parents

The *Education Act 1990* requires that parents (including carers) ensure that children of compulsory school age are enrolled at and regularly attend school or are registered with the Office of

the Board of Studies NSW for home schooling. The New South Wales Department of Education and Training may take legal action against parents and carers who do not send their children to school without a valid reason.

### What is a justified reason for being absent from school?

Justified reasons for absences may include if the student:

- has an unavoidable medical or dental appointment (preferably, these should be made after school or during holidays)
- is required to attend a recognised religious holiday
- is required to attend an exceptional or urgent family circumstance (such as attending a funeral)
- is sick, or has an infectious disease.

Head lice infestations can be a common occurrence, particularly in primary schools. Parents should check their child's hair regularly for head lice and undertake treatment where eggs or lice are identified. Information on how schools can support parents to manage and prevent the spread of head lice can be accessed from the student health section of the Department's website at <http://www.schools.nsw.edu.au/studentsupport/studenthealth/conditions/headlice/index.php>. Advice from NSW Health indicates that there is no need for students to be sent home or excluded from school because of head lice. Head lice, is not a justified reason for prolonged absences from school.

Absences for reasons such as some of the following may not be justified.

- Shopping
- Sleeping in
- Working around the house
- Minding younger siblings and other children
- Minor family events such as birthdays
- Hair cuts.

It is important to realise that parents (including carers) may be prosecuted if children have recurring unjustified absences from school.

## Keeping the school informed

If your child has to be absent from school, it is important to tell the school and provide a reason for the absence. To explain an absence parents and carers may:

- send a note, fax or email to the school
- telephone the school, or
- visit the school.

Whenever possible, parents and carers are encouraged to provide an explanation for absences before the absences occur.

The principal of the school has the right to question parents' requests for their child to be absent from school, or an explanation given for a child's absence from school.

## Holidays

Parents and carers are encouraged to not to withdraw their children from school for family holidays. Occasionally it may be necessary for students to accompany their parents on family holidays during school term. Parents should discuss these absences with the principal and may be requested to apply to the principal for a Certificate of Exemption from attendance at school to ensure these absences are not permanently recorded as unjustified.

When considering applications for Certificates of Exemption, principals may consider a variety of factors such as compassionate reasons. For example, family reunions, the educational merits of the holiday and agreement for the student to complete assignments while on holiday. In some cases application for Distance Education may be more appropriate than seeking an exemption from school attendance.

## Arrival on time

Arriving at school and class on time:

- ensures that students don't miss out on the important learning activities scheduled early in the day when the students are most alert
- helps students learn the importance of punctuality and routine
- gives students time to greet their friends before class and therefore,

## Need help?

If you are having difficulty getting your child to attend school regularly, you might like to talk to the school principal, the school counsellor or, in primary school the assistant principal and in secondary school, your child's year adviser.

Home school liaison officers can offer support with attendance at school. Some school areas also have Aboriginal student liaison officers who support the attendance of Aboriginal students.

Telephone your local Department of Education and Training regional office and speak to the student welfare consultant if you would like further support. A list of regional office telephone numbers can be accessed at the web site address: [www.det.nsw.edu.au/contactus/index.htm](http://www.det.nsw.edu.au/contactus/index.htm) or by telephoning 131 536.

- reduces the opportunity for classroom disruption.

Lateness is recorded as partial absence and must be explained by parents or carers in the same way as other forms of absence.

## Must my child attend all activities, including sport?

**YES.** Sport and other physical activities help the healthy physical and mental development of children. Sports and sports carnivals are normal school activities and students must attend.