



SCHOOL POLICY

ATTENDANCE

The Athena School will monitor the daily attendance and absence of students in the School by maintaining a daily register for each class.

A log book is kept at Reception and telephoned explanations for absences are logged and a note passed to the teacher.

Student absences from classes or from the school will be identified and recorded in the student log in the office by the appropriate school office personnel.

Unexplained absences from classes or school will be reported to office staff for follow up. Details are then entered into the Student Absences Log. In the event staff are unable to contact parents, a letter is sent home, requesting a phone call or letter of explanation. Sickness or unexplained absences are followed up by sending the student to Quality Assurance, when they return.

Student absences are recorded on the student's report card twice yearly and a copy placed in the student's file. Absences are also recorded in the student's IEP file each term.

If students have been absent for more than five (5) days in one term the Office Manager sends a letter to parents to advise them of the unsatisfactory attendance record. If a student displays a pattern of unexplained absence, or continuing poor attendance of over ten (10) days in one term, the Office Manager contacts parents to arrange a meeting with school staff to resolve the situation.

If the situation is unable to be resolved, or the student continues to demonstrate an attendance record that fulfills the definition of neglect education in the *Education Act (1990)*, then the school has a responsibility to report the matter to the *NSW Department of Education*. All steps taken by the school to resolve the situation should be recorded in the student's IEP file.

Approved by the
Executive Council of
The Athena School Ltd