

ATTENDANCE AND ABSENCES

A parent of a child of compulsory school age is obliged to ensure that their child attends school every school day for the educational program in which he/she is enrolled. Parents are liable to be prosecuted if they fail in their duty. Non-attendance alone is not generally used as grounds for prosecution, however, it may figure as part of a larger pattern of child neglect.

Any time during which a student is not attending or participating in their educational program is considered an absence and requires explanation. From time to time a student might be absent from school for reasons listed below. Parents comply with their compulsory schooling for their child by providing the class teacher with a satisfactory reason for these absences. A decision is made about whether a reason offered to explain an absence is satisfactory.

A reason will be **considered satisfactory** if it falls under one of the following categories:

- The student is ill, injured or carrying an infectious disease medical or dental treatment or procedures
- Funeral
- Cultural reason
- Family reasons

Parents should notify the class teacher via email if their child is absent for the reasons above. Examples of **non-satisfactory explanations** include, minding a younger sibling, helping with the housework, for their birthday, a relative visiting or sibling at another school has a Staff Development Day.

IF YOUR CHILD WILL BE ABSENT FROM SCHOOL, YOU WILL NEED TO EITHER

- Enter the absence into the Compass App [Click here for instructions](#)

Or

- Send an email to the classroom teacher on their email address or to the school (Subject Heading: "Absence")

Or

- write a note to the class teacher, explaining why your child missed school, when your child returns to school. The note needs to include dates and how many days the child was away. This note is to be given to the class teacher within seven days of the absence.

EXTENDED LEAVE – TRAVEL – LESS THAN 10 DAYS

Parents must seek permission from the Principal for their child or children to travel during school term for periods of time. Travel is considered to be domestic or international travel for the purpose of a family holiday, family business, bereavement or other reasons. **Where the travel is for less than 10 days a note, address to the Principal, seeking approval to travel is required.**

EXTENDED LEAVE EG. LEAVE FOR MORE THAN 10 DAYS

Legislation requires approval from the Principal and/or Catholic Schools Office if parents or carers wish to take their child out of school for 10 days or more. A form must be completed and returned for Principal approval prior to leave. [Click here for the form](#)