

Student Absence

Regular, punctual attendance at school is vital if your child is to obtain maximum benefit from the educational and social opportunities that the school can offer. Children are expected to attend school, on time.



Regular attendance helps your child:

- learn
- know the importance of punctuality and routine
- make and keep friendships.

Completing a student attendance roll twice a day is a mandatory requirement for all schools. We are required to keep accurate records of student attendance and the reasons for any absences.

3 pieces of information must be included:

- **absence type** - full day absence, morning absence, afternoon absence, late arrival/early dismissal
- **reason type** - appointment (dentist, doctor, speech pathologist etc) sick, holiday, family reasons
- **communication type** - verbal, written note, message left at the office

If your child is absent from school for **a day**, you **do not need** to contact the school. However, on their return, a written note to their class teacher addressing **absence type** and **reason type** (see above) is required. Ensure that the note is signed and dated.

If your child is absent for **3 or more consecutive days**, a phone call or email to the school office is required - office@sakeilor.catholic.edu.au and a written note (as above) is required on their return.

A holiday absence requires a separate form to be completed.

This covers prolonged absences (more than 3 days) for holidays or travel.