



Brooke Avenue Public School

Brooke Avenue, Killarney Vale East, NSW, 2261

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Monday 22nd October, 2018

School Attendance

Dear Parents/Carers,

Attendance at school for students is an experience which develops the whole child - socially, emotionally and academically. For teachers, executive staff and the school Principal, there are legal obligations in terms of monitoring student attendance at school.

At times, you may receive notes or phone calls from your child's teacher requesting information regarding your child's absence from school. Please keep in mind, your child's teacher does this as a **'duty of care'** to ensure your child's safety, as well as an obligation of their occupation, bound by Government.

Below is some information from the Department of Education's (DOE) Attendance Policy, which may clarify any questions you have regarding these processes. Additionally, the link to the DOE policy page is included below.

<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>

It is the duty of the parent of a child of compulsory school-age to cause the child:

- to be enrolled at, and to attend, a government school or a registered non-government school,
- Parents are required to explain the absences of their children from school promptly and within seven days to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence

The role of the Principal:

- must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- must ensure the school has effective measures in place to monitor and follow up student absences.
- or their delegate will undertake all reasonable measures to contact parents promptly and within two school days of an absence being unexplained, if contact has not already been made. An absence is unexplained if parents have failed to provide an explanation to the school within 7 days.
- are responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of students.
- must ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents

We hope this information is useful in clarifying any queries you have regarding our attendance policy. Please do not hesitate to contact us should you wish to discuss this further or obtain further support with your child's school attendance.

Kind regards,

Naomi White

Deputy Principal

Owen Dalkeith

Principal

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