

**Achieving personal excellence in a safe,
respectful learning environment**



Gardeners Road Public School

Attendance

Going to school every day is important. What your child learns each day builds on what they learnt the day before. If your child misses school, their learning routine is broken, they lose confidence and they miss out on building their friendships.

Parents have a legal responsibility to send their children to school every day.

If your child misses school, please tell your child's teacher or send a signed note explaining the reason for their absence.

Children should be at school unless they:

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

If your child will be absent from school due to travel or family circumstances an exemption from school form should be completed and returned to the principal for approval.

If your child arrives at school late, or needs to leave early, please go to the office to sign your child in or out.

- Any student arriving after 9.05am needs to be signed in at the office

Did you know?

If your child misses as few as eight days per term, by the end of primary school they will have missed a year of education.

If your child is late by 15 minutes a day, by the end of term they will have missed close to 2 school days.

Legislative Requirements

Unexplained absences are marked in the attendance roll. Teachers will send a reminder note to parents. If the absence remains unexplained this may lead to referral to the Home School Liaison Officer. The role of the officer is to work with families to ensure attendance and in extreme circumstances may result in legal consequences for parents.

If you're having difficulty getting your child to school every day and on time please talk to the teacher or principal.

