

ABSENCE PROCEDURE

Regular and punctual attendance is a mandatory requirement for all children in the compulsory years (pre-primary and over), when absences occur:

Parents/guardians should:

- on the morning of absence phone or text the school **and** send an absence notification message via the communications app explaining the reason for the absence.
- If unable to send a message via the communications app, then as soon as the child returns provide a written note explaining the reason for the absence.

The school is required by law to:

- record the absence in the attendance roll,
- assess if the reason given for the absence is reasonable (in accordance with registration guidelines for Independent schools based on the Education Act), and
- follow set processes for unexplained or unreasonable absences which may have legal implications for the parent/guardian.