

ATTENDANCE

Education in New South Wales is compulsory for all school age children. Once enrolled, children are required to attend school each day it is open for students.

Frequent absences without reasonable excuses will come to the attention of the Principal. No child is to leave the school grounds without the approval of the Principal.

Please be aware that on extended holidays, classwork is not provided. Students will be advised to keep a journal of their holiday to share on their return to school.

STUDENT ABSENCES

Parent/s and carers are required by law to provide an explanation to the Principal as to why their child was absent from school.

A note of explanation should contain the following information;

- ❖ date that the note was written
- ❖ child's name
- ❖ days and dates that the child was absent from school
- ❖ the reason the child was absent
- ❖ the signature of the parent/caregiver providing the note

Absence notification can also be done via the Skoolbag App.

GOING ON A HOLIDAY?

Families are encouraged to travel during school holidays. If travel during school term is necessary an *Application For Extended Leave – Travel* must be completed prior to travel. Once approved the Principal will issue you with a *Leave Certificate* which should be carried with you on your travels in the event the Police or other authority questions the non-attendance at school of your child/ren.

Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

In some circumstances students may be eligible to enrol in distance education for travel periods over 50 school days. This should be discussed with the Principal.

LATE ARRIVALS

It is important for students to arrive at school on time. Buxton Public School begins at 9:00am. There is a teacher supervising children on the playground from 8:30am.

Children who arrive after 9:00am can be disadvantaged in a number of ways:

- ❖ They can feel embarrassed, uncertain or unhappy because they are late.
- ❖ They miss out on morning routines, so are not well organised for the day.
- ❖ They miss out on instructions about what is happening and have to catch up.
- ❖ They start the day unsettled.
- ❖ They miss out on learning time.
- ❖ They miss out on the informal social time with their friends and teachers.

Being late also disrupts the other children and teacher, which can have an unsettling effect on the whole class. We understand that children may be late on the odd occasion due to unforeseen circumstances and that occasionally our morning routines may be disrupted for various reasons.

What should you do if your child is late?

- ❖ Parents should take their children to the front office.
- ❖ You will be required to give a reason for the late arrival. This will be documented along with the time of arrival.
- ❖ Students will be given a late pass which they will then hand to their teacher upon entering the classroom.