



Student Attendance & Absenteeism

ABSENCE OF STUDENTS

It is appreciated if parents could email or phone the school between 8.30am and 9.00am or record their absence on Parent Lounge.

Unexplained absences will result in the parent being notified via text on a daily basis.

A child who needs to leave early or be absent for part of a day, must inform the class teacher by email or telephone. In such cases, children must be SIGNED IN & OUT collected from the OFFICE by a parent or responsible adult named.

The decision for children to be absent for any length of time for family holiday, sporting or other events, rests with the parents. Parents should realise that this, or any other absence creates discontinuity in the child's learning program. It is the child who has the onerous task of bridging the gap upon returning. It is not possible to set formal written activities for a student during such an absence. The teacher and principal must be informed in writing or by email the dates of absence.

ACCIDENTS/FIRST AID/AMBULANCE

Minor injuries will be treated by a staff member. This is an immediate temporary treatment only. In the case of a serious accident, medical treatment may need to be sought before contact with parents is made. As soon as possible after the accident, parents will be fully informed of the circumstances and action taken.

The school's obligation extends to placing the child in the care of those responsible. The responsibility then rests with the parents, dentist, doctor or ambulance bearer. **Parents are requested to update medical information records as necessary.** They should also ensure that the school has an emergency contact name and number in the event that the school is unable to locate them.

