



ATTENDANCE PROTOCOL

RATIONALE

At Sacred Heart Catholic School, we actively engage students in a range of comprehensive learning, pastoral, religious and co-curricular programs to provide a well-rounded educational experience for our students and to enable students to achieve quality outcomes in their lives. Attending the full school day is essential for students to gain the maximum opportunity to learn, grow, keep up with their work and to connect with their teachers, friends and actively benefit from the sense of belonging to their school community.

PURPOSE:

The purpose of this protocol is to ensure that students and parents/carers understand the requirements in relation to students attending Sacred Heart Catholic School

REQUIREMENTS:

Parents/carers under the [Education Act 2016 \(Tas\)](#) must:

- must ensure the child attends school every day
- provide formal notification of any student absence and the reason for this absence.

Sacred Heart Catholic School must:

- Follow the requirements of the Education Act 2016 (Tas) noting:
 - Authorised absences are those absences that meet the set of circumstances deemed for a student to be excused from daily attendance at school under the Education Act 2016.
 - Unauthorised absences are those absences that do not meet the set of circumstances deemed for a student to be excused from daily attendance at school under the Education Act 2016.
 - The school, under the authority of the Education Act 2016, may investigate any unauthorised absences.
- Ensure their school is accurately recording attendance in every lesson.
- Follow up non-attendance matters with parents/carers and independent students in accordance with **CECT Attendance Policy**.

Sacred Heart Catholic School acknowledges that:

- Students may request to participate in non-school activities and events that are of considerable educational and personal value to them, such as playing representative sport at national or international level or participating in cultural experiences.
- The Principal is unable to formally approve any unauthorised absences, noting that family holidays outside of school term times constitute an unauthorised absence.
- The right of every student and staff member to a safe and respectful school environment is protected.
- The right of every student and staff member to learn and teach in a mutually supportive environment is protected.
- Parents/guardians/carers are kept informed of their student's behaviour, both positive and negative.

PROTOCOLS FOR NON-ATTENDANCE:

Short Term Absences

- The parent/carers and independent students must inform the school of any absence and the reason for this absence by 9:00 am each day. This notification may be made via:
 - o <https://sacredheartl.tas.edu.au> or Compass School Manager app
 - o phone on (03) 6331 1011
 - o email at shsl@catholic.tas.edu.au
- If a student arrives late to school, they can be accompanied by their parent/carer to the office to sign in before proceeding to class or report to the office to sign in before proceeding to class.
- If a student is absent and no notification has been received by 9:50 am the parent will receive a text message or phone call from the school notifying them of the unexplained absence and requesting that a reason is provided.
- If a student is absent for medical reasons for a period of five (5) days or longer, then they will be required to provide a medical certificate if requested by the Principal.

Long Term Absences

- Where a parent/carer or independent student is requesting to be absent from the school to participate in non-school activities and events for a period of five (5) days or more, parent/guardian must seek permission from the Principal by email or in writing. The Principal will consider the request at their discretion and notify the parent/carer.
- The Principal will follow the requirements outlined in the **CECT Attendance Policy**.
- Under the Education Act 2016, if school-based intervention strategies regarding the student's non-attendance are not successful, the school will follow the requirements of the Education Act 2016 (Tas) via the process outlined in the **CECT Attendance Policy**.

Concerning Patterns of Absence

- Unexplained, unauthorised, or concerning patterns of absence will initially be followed up by the classroom teacher. Additionally, families will receive a letter notifying them that their child has accrued a certain number of absences from school.
- If these patterns of absence persist, the Principal or Deputy Principal will arrange to meet with the family to discuss attendance expectations and arrange any required support to enable the student to catch up and to participate fully in their education.
- Under the Education Act 2016 (Tas), once all school-based intervention strategies regarding the student's non-attendance have been exhausted, the school will follow the requirements of the Education Act 2016 (Tas) via the process outlined in the **CECT Attendance Policy**.