

# LANDHEAD PRIMARY SCHOOL ATTENDANCE POLICY



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## Philosophy

Children are required by law to attend school regularly, punctually and throughout the school day. Regular class attendance is essential. Irregular attendance will lower a child's chance of success and disrupt the continuity of the class.

We acknowledge that parents have the right to permit absences in cases of illness or other circumstances which they may regard as sufficient reason for permitting an absence. In making such decisions parents assume responsibility for lower marks or failing grades which may result. Parents are encouraged to support the school by promoting a positive attitude towards regular attendance and punctuality.

## Procedures

**Absences from classes are either authorised or unauthorised.**

### 1. Authorised absences

- School activities, e.g. Cross Community Projects
- Absences reported by parents. Parents should advise the school either by telephone or letter as to the reasons for an absence. Reported absences will be entered directly into the computer attendance program. Parents are asked to give the relationship and the reason for the absence.

### 2. Unauthorised absences

- Children with unauthorised absences can expect their parents to be contacted by the school for an explanation.
- Children with attendance below 85% may be contacted by the Education Welfare Officer. This particularly refers to children who have random days off frequently or who take a day or two off a week.

- Parents of children with long periods of absence may be contacted by the school for an explanation if there has been no communication from the parent.
- Time off during term-time for the following reasons is not acceptable and will be recorded as unauthorised absence:

*Availability of cheap holidays or desired accommodation;*

*Holidays which overlap the beginning or end of term.*

Every effort should be made to avoid family holidays during term time, as this both disrupts the child's education and reduces learning time. Parents should inform the school of holiday dates that may occur during term time.

