**Attendance Procedures**

Regular attendance at school is essential to gain maximum benefit from schooling. Missing school means your child misses out on vital information and maintaining learning routines. This can result in a loss of confidence and missing out on forming vital friendships. Attendance is recorded each day. As a parent or carer you are responsible for ensuring your child attends school every day unless your child:

* Has an unavoidable medical appointment
* Is required to attend a religious holiday
* Has an exceptional or urgent family circumstance (such as attending a funeral)
* Is sick, or has an infectious illness (a medical certificate is required if a student is absent from illness for more than 3 days)

SMS messages are sent daily to the parents of students absent on that day.

Any absence from school must be explained. This can be done in the following ways:

* Calling the school on 4292 5000
* Using the Wadalba Community School App
* Sending a note on the child’s first day back with
	+ The students full name
	+ Their class
	+ Date(s) of absence
	+ Reason (s) for absence
	+ Signature of parent/ caregiver

When absences remain unexplained, they will be recorded as ‘unexplained’ on the student’s report. The Home School Liaison Officer may be informed.

If a student is going to be absent for a long period of time please contact the office. If they are planning on taking leave for 5 school days or more you need to make a formal application to the principal. You can get the relevant forms from the office and they need to be returned seven days prior to the student taking leave.

For further information please refer to the documents below.

Regular School Attendance

(PDF file)

Compulsory School attendance

(PDF file)

Kindergarten Attendance

(PDF file)

Absentee Notes

(PDF file)