

Regular School Attendance

Information for parents and carers



Did you know? If students miss as little as eight days in a school term, by the end of primary school they will have missed a year of education.

Why must I send my child to school?

Education in New South Wales is compulsory. This means all children from six years of age and under the minimum school leaving age are legally required to attend school.

From 2010, all New South Wales students must complete Year 10. After Year 10 and until they turn 17 years of age students must be:

1. in school or registered for home schooling, or
2. in approved education or training (e.g. TAFE, traineeship, apprenticeship) or
3. in full-time, paid employment (average 25 hours per week) or in a combination of work, education and/or training.

Principals are legally responsible for keeping accurate records of student attendance.

Principals are also responsible for deciding if the reason given for an absence is justified.

For this reason, Principals may request medical certificates or other documentation for long or frequent absences explained by parents as being due to illness.

If Principals don't consider an explanation to be satisfactory, they will record the absence as unjustified.

It is important to understand that the New South Wales Department of Education and Training may prosecute parents (including carers) if children of compulsory school age have recurring numbers of unjustified absences from school.

Must I send my child every day?

YES. It is a condition of enrolment that you send your child to school every day.

A small number of absences may be justified if your child:

- has to go to a special religious ceremony
- is required to attend to a serious and/or urgent family situation (eg a funeral)
- is too sick to go to school or has an infectious illness.

Head lice infestations can be a common occurrence, particularly in primary schools. Parents should check their child's hair

regularly for head lice and undertake treatment where eggs or lice are identified.

Translated information about head lice and how to treat them can be found at

<https://www.det.nsw.edu.au/languagesupport/documents/headlice/infosheet.htm>

Advice from NSW Health indicates that there is no need for students to be sent home or excluded from school because of head lice. Head lice, is not a valid reason for prolonged absences from school.

Why is regular attendance at school important?

Regular school attendance will help your child to succeed in later life.

Attending school every day makes learning easier for your child and helps children to build and maintain friendships with other children.

If your child doesn't learn the basic skills in the early years of school, they may develop learning problems in later years.

Why is arriving at school on time important?

Arriving at school and class on time:

- ensures that your child doesn't miss out on the important learning activities scheduled early in the day when they are most alert
- helps your child to learn the importance of punctuality and routine
- gives your child time to greet their friends before class and therefore
- reduces the opportunity for classroom disruption.

Lateness is recorded as a partial absence and must be explained to the school the same way as other forms of absence.

What should I do if our family is going on holiday in school time?

Parents and carers are encouraged not to withdraw their children from school for family holidays. Families should try to arrange holidays during school vacations.

If your family holiday is during school time, inform the school principal in advance and request leave and/or an exemption from school.

Depending on the circumstances and how long the leave will be, you may ask the school to provide tasks that can be completed while your child is absent.

Must my child attend all activities, including daily fitness and sport?

YES. Sport and other physical activities help to keep your children healthy. Children are expected to attend all regular school activities, including sport.

Do not keep your child away from school for the following:

- birthdays
- shopping
- minding other children
- routine check ups or care such as hair cuts
- minor family events
- sleeping in.

Medical and other health appointments for your child should be made either before or after school or during the school holidays.

What should I do if my child has to stay away from school?

If your child has to be absent from school, it is important to tell the school and provide a reason for your child's absence. To explain an absence parents and carers may:

- send a note, fax or email to the school
- telephone the school, or
- visit the school.

All absences must be explained to the school. Bilingual absentee notes and further information on attendance can be found on the Department's website under the heading *School Attendance (School Attendance)* at

https://www.det.nsw.edu.au/languagesupport/documents/index_s.htm

The principal of the school has the right to question parents' or carers' requests for their child to be absent from school.

The principal may also question any explanation given for a child's absence from school.

My child won't go to school. What should I do?

You should contact the principal as soon as possible to discuss the issue and ask for help. The principal may seek support from a home school liaison officer or Aboriginal student liaison officer.

Who are home school liaison officers and Aboriginal student liaison officers?

Home school liaison officers and Aboriginal student liaison officers have been specially trained to help you with your child's attendance.

They work with school communities to encourage all students to attend school regularly.

For further information about the Home School Liaison Program you should contact the program manager at your local Department of Education and Training regional office. Contact numbers can be found at the website address:

www.det.nsw.edu.au/contactus/index.htm or by telephoning 131 536.

Do you have problems with getting your child to school, for some of the following reasons?

- won't get out of bed
- won't go to bed
- can't find their clothes, books, homework, school bag...
- school lunches not ready
- slow to eat breakfast
- homework not done
- watching television late at night or when they should be getting ready for school
- test or presentation at school
- birthdays
- screaming and not letting go of you.

Here are some suggestions which are based on setting regular routines:

- Have a set time to be out of bed
- Have a set time to go to bed
- Have uniform and school bag ready the night before
- Make lunches the night before
- Have a set time for starting / ending breakfast. A routine is important.
- Set time for daily homework activities
- Turn the television on for a set time and only if appropriate
- Be firm, children must go to school
- Provide lots of positive encouragement
- Be firm, a birthday is not a holiday
- Time arrival at school to coincide with bell time and leave quickly. If arranged with the teacher beforehand, place your child's hand into that of the teacher and then leave.

Do you need an interpreter?

Interpreting services are provided where possible for parents and carers who do not speak or understand English well and for Deaf parents and carers who use sign language. For more information on interpreter services contact your school or phone the Telephone Interpreter Service and have them contact the school. The telephone number to ring is 131 450. Ask for an interpreter in the required language and the interpreter will call the school and stay on the line to assist you with your conversation. You will not be charged for this service.