



St James Catholic College Attendance Policy

RATIONALE

All students at St James Catholic College will attend school as required by Government Legislation for Australian school age children. School attendance is compulsory for all students in Tasmania between the ages of 5 and the end of the year in which the student turns sixteen.

AIM

To ensure that attendance at school is a regular and ongoing part of School life for all students enrolled at St James Catholic College.

IMPLEMENTATION

Attendance

Once a student is enrolled at St James Catholic College:

- The parent of that student must ensure that the student attends school each day as required by the Education Act 2016.
- The Principal must ensure that a register of absences is kept.
- If a student is absent and notification has not been received by 9:30 am. A text message sent automatically to parent/guardian at approx 9:30 am each day. Responses recorded on COMPASS.
- If absence continues for no valid reason the classroom teacher, supported by the Principal, then contacts the parents/carers to discuss the continuing absences and to try to resolve issues to the satisfaction of all parties.

- If the absence continues and the parents/carers are aware of their obligations under the Education Act, then parents will be informed that legal proceedings might be pursued if they continue to ignore their obligations. Procedure in this case will follow those recommended by the Tasmanian Catholic Education Office.
- The Principal will inform the Tasmanian Catholic Education Office and will follow legal instructions given from the Office.
- Non attendance is followed up by the Principal and unexplained absences of prolonged period letters asking for explanation for the non attendance.

Keeping Records

- All class teachers are to log the attendance of all students every school morning. This is done electronically.
- If the reason for absence is unknown the office administrator text the student's parents/carers. They can respond via text, email or phone.
- Records of all absentees and reasons for absence are recorded on the Student Management System.

Absences Due to Infectious Diseases

If the Principal believes that a child may have an infectious illness or infestation, he/she should contact the child's parent/carer and request that the child not attend school. Parents should be aware that a Principal has the right to require that a student not attend school if the Principal believes that the child has an infectious illness or infestation.

The Principal may require a letter from a registered medical practitioner, stating that a child does not have a condition, which is contagious, infectious or harmful to the health of other persons at the school.

The diseases listed in Appendix A are presently deemed to be infectious, contagious or harmful to the health of other people in a school. The minimum periods that the sufferer should not attend school are indicated. These recommended periods are a guide, which may be modified. Further advice is available from the Director Of Public Health.

APPENDIX A:

Infectious Diseases

Chicken Pox

Should not attend school for five days after the eruption appears (scabs remaining after this time are not an indication of a need for continued exclusion).

Conjunctivitis

Should not attend until eye discharge stops.

Diarrhoea

Should not attend until condition stops.

Diphtheria

Should not attend until medical certificate of recovery is issued after at least two negative throat swabs.

Glandular Fever

May attend school

Hepatitis A

Should not attend until medical certificate of recovery.

Hepatitis B

May attend school.

Hepatitis C

May attend school.

HIV

May attend school unless a secondary infection requires exclusion in its own right.

School Sores

Should not attend until sores on exposed surfaces have been treated and are all covered.

Measles

Should not attend for at least five days from appearance of the rash.

Meningitis (Bacterial)

Should not attend until well.

Whooping Cough

Should not attend school for five days after first being administered antibiotics (upon being diagnosed)