

# Southern Cross Early Childhood School



When families and schools work in partnership together children are more likely to come to school.

There are many people who can help if you or your child have difficulty with school attendance. These people include

Your child's teacher

Our Community Coordinator

School Executive

Principal

Deputy Principal

Executive Teacher

## Attendance Guidelines and Procedures Guidelines

It is critical for children to attend every possible school day to ensure that they are able to achieve their potential. We know that having strong relationships with families and working in partnership together ensures that children are more likely to attend. We also know that when children are excited by their learning that they are more likely to come to school. We value working in partnership with all our families and acknowledge the critical role that families have in supporting their children to attend school. Part of this partnership is providing information about our attendance guidelines and procedures to families and ensuring that families can access, as required, community supports to assist them in their obligation.

The school acknowledges that the responsibility for school attendance of a child lies with the parents under the *ACT Education Act (2004)*. The Principal will assess regular school attendance on a case-by-case basis considering the individual circumstances of each child. Our procedures will include the provision of support and strategies to work closely with appropriate individuals, parents and community organisations recognising the full range of social, cultural and religious factors that may impact on attendance.

These guidelines acknowledge that the Principal is required to follow-up unexplained absences. When unexplained absences reach a maximum of seven days in a school year, the Principal will commence official procedures to ensure that students meet the school attendance requirement, in consultation with their Director, School Improvement. Partial day unexplained absences will be counted as one day.

Examples of a 'reasonable excuse' for a child's absence include:

- illness, including recovery from major illness, injury or medical condition
- medical or dental treatment
- bereavement
- religious or cultural observation
- sanctioned extended absence in relation to children of travelling families
- attendance at court or other legal hearings or meetings associated with hearings
  - participation in sanctioned debates, sports, musical or theatrical productions not directly arranged by the school, or
  - participation in interstate, national, or international academic or sporting event or equivalent.



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Attendance  
Guidelines & Procedures  
v 1.2 August 2018

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## Procedures

### Late Arrival at School

School starts promptly at 9:00am and families are encouraged to support their child to be on time. We know that children arriving late can feel embarrassed about arriving late into a settled group and can interrupt the learning of others in their class.

A child who arrives after 9:15am will be marked as late. They will require to be signed in at Reception and will be marked as partially absent.

### Marking Rolls

All rolls will be marked electronically and submitted by 9.30am.

### Reporting Absences

The total days absent for each child will be reported to families via school reports at the end of terms 2 and 4.

In the week 8 Newsletter each term information will be provided to our community about attendance rates for each term, Preschool to Year 2.

### Following up Absences

After two consecutive days absence without contact from the family the teacher or another staff member will ring or email the family.

After five days consecutive absence without contact from the family the teacher will notify their Team Leader.

When overall attendance drops below 80% the teacher will set an attendance concern on SENTRAL (our online Student Administration System) and notify their Team Leader.

At any point, attendance can be raised as a concern by the family, the teacher or the school executive.

A letter of concern can be sent to the family at any point, negotiated by the teacher with the Leadership Team. Letters will be sent at the following points unless previous arrangements have been negotiated with families.

- More than five consecutive days of unexplained absence
- When there are more than seven unexplained absences in a school year
- Consistent late arrival
- Attendance dropping below 80%

This concern will then be discussed at the next Leadership Meeting involving the Principal, Team Leader and Community Coordinator. The School Psychologist may also be involved as required.

A representative from the Leadership team will contact the family and offer support including referral to relevant external agencies and other supports as required.



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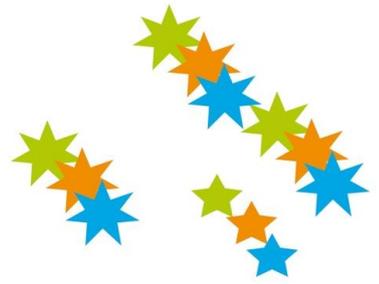
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Should attendance not improve then formal proceedings as detailed in the *Education Participation (Enrolment and Attendance) Policy* will be enacted.

## Relevant Policies and Guidelines

[Education Participation \(Enrolment and Attendance\) Policy](#)

[Attendance at ACT Public Schools Procedure](#)

Family School Partnership Guidelines



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