



The Launceston Preparatory School

Attendance Policy and Procedures

Full-time attendance at The Launceston Preparatory School (8.45am – 3.00pm from Monday to Friday excepting holidays) is required of all students from their Prep year to their Leavers' year (after which they enter secondary schooling).

Early Learning is available to children who have attained at least three years of age. Three whole-day sessions (8.45am – 3.00pm) are available for parents to choose from. Students are expected to be in attendance for the full day(s) on which they are enrolled. Emergency sessions are available in Early Learning only and must have the permission of the Early Learning Centre teacher who will authorise the session application (on the form provided) only if mandatory teacher/student ratios are not exceeded on that day.

Kindergarten is available to children who have attained four years of age by the 1st January of the year in which they are to be enrolled. Kindergarten operates all day from Monday to Friday, thus providing five possible days for students to attend. Children enrolling into Kindergarten may attend for a time that suits their needs and individual circumstances, although we do recommend Kindergarten students begin with a minimum two days from the five available in order to promote their happiness and security in beginning school. As the Kindergarten year progresses, parents are encouraged to increase the number of days that their children attend in order to facilitate the children's progress to formal years of schooling.

If students in Early Learning and Kindergarten are unable to attend one of their designated sessions, they are unable to make up this session on another day. Occasionally they are invited to attend special sessions (such as whole school sports events). If the school requests Early Learning and Kindergarten students to attend and it is not one of their normal sessions, there will be no charge.

Teachers are required to maintain daily attendance registers for children in their home groups. Students' attendances and late arrivals are both recorded.

Students arriving at or after 8.45am must be brought by a parent/carer through the school office to sign in (except for Early Learners who have their own legal procedure).

If a child is not present in the school by 9.00am and no notification has been received from the family, the home group teacher should alert the school office staff who will ring the parent/carer at or soon after 9.00am to ascertain a reason for non-attendance (to allow for late-arriving students). If a student turns up to the classroom in the meantime, after the office has been alerted to an absent child, a message should be sent to the office to let staff know the student has arrived.

If a child is being collected from the school prior to 3.00pm (e.g. because the child is unwell or has an appointment), parents/guardians must advise the office of the name of the person collecting the child. If a person arrives who is unknown to office staff, they should request proof of identity. Similarly, if students are to be collected at the end of the day by someone new, parents must advise the office of the name of that person. Home group teachers will then be informed. If no teacher on duty after school knows the person collecting a child, proof of identity must be sought and confirmed against information at the school office.

A parent must provide an explanation to the school for every school day their child is absent. A school-aged child or young person is excused from attendance at a school in accordance with the conditions specified in s.19 of the *Education Act 2016*, namely

- bereavement of a person with whom the school-aged child or youth has a close, significant or family relationship;
- medical, legal or related appointments;
- where the school-aged child or youth has witnessed or been subjected to family violence;
- terminal illness of an immediate family member;
- where a natural disaster or extreme weather event prevents;
- recognised (i.e. a National or International level event sanctioned and organised by the official governing body) sporting, academic or cultural event as a participant (e.g. as a contestant or competitor); or
- where an independent student or parent objects, as a matter of conscience, to his or her school-aged child or youth participating in a school activity specified in the Education Regulations 2017.

In accordance with this section of the Act, a school-aged child is also excused from attendance at a school if

- the child is sick or has a temporary physical or mental incapacity and that sickness or physical or mental incapacity is such that it prevents the child from attending; and
- a parent of the child has notified the school's Principal as soon as reasonably practicable on or after the day on which the child is absent, but not later than 5 days after that day.

If a school-aged child has failed to attend at a school because of sickness or incapacity for a total of 5 days in any school year, the parent of the child is to provide a certificate from a medical practitioner in relation to any further failure to attend because of sickness or incapacity if requested to do so by the school's Principal.

A Principal may require a child not to attend school during any day on which the child has an infestation or is suffering from any disease which, on advice from the Director of Public Health, is considered to be infectious, contagious or harmful to the health of other persons at the school.

Where parents/carers cannot offer an explanation for non-attendance as outlined in the *Education Act 2016*, evidence may be requested by the Principal to show that it is in the

best interests of the child to be excused from attendance at school. Such evidence may include any or a combination of:

- a medical certificate by a qualified or authorised medical/allied health professional;
- a statutory declaration from a parent;
- evidence of a student's participation in a sporting, academic or cultural event.

If such evidence cannot be demonstrated, the matter will be referred to the Registrar for the purposes of convening a compulsory conciliation conference in accordance with the *Education Act 2016*.

When students bring a note or other communication to school providing information relating to appointments during school hours or advice of a forthcoming absence, the note should be:

- provided in the first instance to the home group teacher who should initial the note to indicate it has been sighted;
- forwarded secondly to the teacher whose class will be affected, who will then also initial the note to indicate it has been sighted;
- forwarded thirdly to the school office for recording in the diary and attendance registers;
- placed in the staff area if duty teachers need to see it;
- brought to the attention of Principal who will ensure that conditions of the *Education Act 2016* are met;
- brought to the attention of all teachers if future attendance for a day or more is affected; then
- filed in the student's file.

Parents and carers will be reminded regularly of the importance of ensuring students attend school every day, unless by reason of an authorised excuse as defined by the *Education Act 2016*.

Related Information:

[Teachers' Duties](#)

[Evacuation \(Fire\) Procedure](#)

[Privacy Policy](#)