

## ATTENDANCE POLICY

### **This policy is informed by:**

- The Education Act 2004 part 4.3, 99-105

### **Statement:**

Canberra Montessori School encourages all students to attend school regularly and is obliged to, and will readily, support parents to encourage their children to attend school regularly.

### **Rationale:**

Parents are to ensure their child attends school on a regular basis. If a child is absent for more than 10 days in one term, the Director is required to notify the Principal. The Director may discuss their concerns with the Principal about the child's attendance if he/she believes there is excessive unexplained or unfounded reasons for the student not attending school. In the first instance, the Director should speak with the parent regarding the matter and explore any reasons why attendance at school is not regular. If the pattern of non-attendance continues, the Director and Principal should meet with the parent and look at what support can be offered the child or family, which will depend on the underlying issue.

If the student continues not to attend school regularly, the Principal must refer parents and children to support services that encourage children to attend school regularly when other strategies are unsuccessful. The Principal may require the parents and their child to meet with the authorised person (nominated by the Registrar of the Non-government Schools, the Education Act [102 (3)]) at a stated place and time.

### **Part-time Attendance:**

Part time attendance is only an option for students in a transitional arrangement leading to full-time attendance. Cycle 1 students attend from either 8:45am to 12:00pm or 8:45am to 3.00pm five days per week. Reasons for a transitional partial attendance program may include special needs, health, behavioural or social issues. This will be agreed on at the time of enrolment or if issues develop during the child's schooling and will be reviewed on a regular basis.

### **Home Education:**

Part-time attendance at school concurrent with a home education program is available at the discretion of the Principal. To implement a home education program requires parents to register with the ACT Education Directorate. A Certificate of Provisional Registration is required to be submitted to the Principal before a system of part-time school attendance can be implemented.

### **Punctuality:**

Parents are asked to ensure their children arrive at school before 8:45am in time for commencement of classes. Directors are present from 8:30am to 3:00pm each day. Parental supervision is required of children outside of these times.

**Staff with Children enrolled at CMS:**

Staff members are required to be in their classrooms to greet students at 8:30 am. Staff who have children enrolled in the school need to deliver their child to class a few minutes before 8:30am to ensure punctuality for their classroom responsibilities (*e.g. welcoming students on arrival*). Directors should not expect children of staff to arrive prior to 8:25am.

**Absences:**

Parents are to contact the office by 9:00am if their child is absent from School. The preferred method is email to our absences address: [admin@cms.act.edu.au](mailto:admin@cms.act.edu.au). The school has to ensure students travel safely from home to school so if parents do not contact the School, Reception will text parents to check on the child’s absence.

When a student is absent, the school must be advised in writing, explaining the absence. This is a legal requirement.

**Attendance-compulsory activities:**

Students will be asked to participate in compulsory school activities out of usual school hours in some areas of the curriculum such as camps, excursions, performing arts and rehearsals. On the few occasions when this is required, students and parents will be given adequate notice and students will only be asked to participate due to educational necessity.

Approved by:	Date:	Next Review Date:
Principal	1/2/2023	1/2/2025