

Attendance and Absenteeism

The *Education Act 1990* requires that parents (including caregivers) ensure that children of compulsory school age are enrolled at and regularly attend school, or are registered with the Office of the Board of Studies NSW for home schooling. The New South Wales Department of Education and Communities may take legal action against parents and caregivers who do not send their children to school without a **valid reason**.

Providing a reason

If your child has to be absent from school, it is important to tell the school and provide a justifiable reason for the absence. To explain an absence parents and caregivers must send a note to the school office. **This must be provided within SEVEN days of the absence.**

What is a valid reason?

Medical Reason

Flu; Stomach-ache; Strong pain; Diarrhoea; Cold; Headache/Migraine; Fever; Broken bone; Vomiting; Infectious illness, e.g., chicken pox; Nose bleed; Asthma; Rash; Injury.

Please note Medical, Dental, Optometry, Specialist appointments, and the like, need to be supported with documentary evidence of attendance. Preferably, these appointments should be made after school or during holidays.

Family Reason

Funeral, Moving residence; Arrival or departure of an immediate relative from overseas; Unavoidable involvement in a serious family incident

Other Reason

Misadventure and unforeseen events, e.g., fire, flood; Participation in special event, e.g., attendance at a religious ceremony; Transport difficulty; Unavoidable delay

When a note is received describing a situation like those above, the Official School Roll notes the absence as JUSTIFIED.

What is NOT a valid reason?

Shopping; Sleeping in; Working around the house; Minding younger siblings and other children; Minor family events such as birthdays; Hair appointments; Reasons provided SEVEN days or more after the absence

These reasons, even with parental permission, will be marked on the Official School Roll as UNJUSTIFIED absences.

It is important to realise that parents (including carers) may be prosecuted if children have recurring unjustified absences from school.

Holidays

Parents and carers are encouraged **not to withdraw their children from school for family holidays**. These absences will be recorded as unjustified. Applications for Leave or an Exemption from School prior to the event can be made to the Deputy Principal provided the reason complies with the Department's Exemption from School Policy

https://www.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/exempt_gui.pdf

Example Absentee Notes

When writing a note to explain an absence, please include as many details as possible.
See below for examples

JUSTIFIED

John was absent from school on Thursday, 21st July as we were attending a funeral of a family member.

Paul was absent from school on Tuesday, 20th July as he had a high fever and was vomiting.

Mary will be absent from school on Tuesday, 16th August as my elderly parents are arriving from overseas and we are meeting them at the airport.

UNJUSTIFIED

Peter was absent from school last Thursday due to family reasons.

Jane was absent from school last week as she was very tired.

Alan was absent on Monday as he was unwell/sick.
David will be absent from school next week because we are going to the Easter Show