



Attendance Policy

The Education and Training Act 2020 requires that all children six years old and over must attend school. Once enrolled, it is compulsory for children to attend school regularly.

To ensure the optimal learning of all children through regular attendance at school:

1. Parents are requested to contact the school if their child is absent.
2. Parental notification is required for children taking extended holidays.
3. Attendance is monitored through our student management system, and parents are notified of absences and/or patterns of absences. The school follows up on unacceptable levels of absence (10 half-days per term) and may refer the case to the Attendance Service.
4. Teachers and office staff will report to Deputy Principals, any student whose pattern of attendance over time causes concern.
5. The Deputy Principals will take steps to discuss the matter of non-attendance with the parents or caregivers of the child involved either directly or through a referral to Attendance Services.
6. Where the situation does not get resolved in this manner and the student's attendance remains irregular, the principal will contact parents or caregivers in an attempt to resolve the matter.
7. If the circumstance of the student's attendance remains unchanged, the principal on behalf of the Board of Trustees will, if deemed necessary, take the actions as outlined by the Ministry of Education.
8. As a last resort, and depending on the circumstances, the Board may determine, at a full meeting of the Board, to initiate a prosecution.

Ratified by Board

Signed

G. Aulker

Date

6/12/2022