



ATTENDANCE POLICY

Policy

The Beehive Montessori School is committed to maintaining accurate attendance records as part of the School's duty of care to its students.

Background

Regular attendance at school is fundamental to student learning. The School monitors and manages student attendance to maximise the learning opportunities of all students.

Implementation

1. The School shall -
 - 1.1. keep accurate attendance records for every student enrolled at the Beehive Montessori School (including attendance at both morning and afternoon sessions);
 - 1.2. respond to requests by the Federal and State Government for reporting and attendance data;
 - 1.3. maintain Registers of Attendance and school records fully and accurately;
 - 1.4. keep all written explanations and medical certificates relating to non-attendance in the school for at least 6 months after the end of the school year;
 - 1.5. keep all completed Registers of Attendance for 7 years from the last date entered in the Register of Attendance;
2. The School teachers shall follow the Attendance Procedures in the Staff Handbook.
3. Parents and guardians shall –
 - 3.1. ensure punctual attendance of their child on all school days the School is open;
 - 3.2. notify the School in writing via email or by completing an Absence Form in the event that their child is to be or has been absent from school;
 - 3.3. upon request by the School to do so, provide a medical certificate to support any absence(s) of their child from school;
 - 3.4. read and respond to any absentee note given to their child; and
 - 3.5. in the event that their child is late, accompany their child to the class room.
4. If a student is marked absent at 9.00am and no explanation has been received–
 - 4.1. classroom teachers shall notify the office via email of any unexplained absences by that time;
 - 4.2. office staff shall contact a parent or guardian of students who are absent without explanation, shall record such contact in the absentee register, and request a written notification of the absence; and
 - 4.3. office staff shall relay the parents' or guardian's response to the classroom teacher.
5. In the event that a student is absent from School without explanation for two or more consecutive days–
 - 5.1. the student's classroom teacher shall contact the parent or guardian, requesting a satisfactory written explanation for the absence;



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- 5.2. if no satisfactory written explanation for the student's absence is received within seven days the student's classroom teacher shall refer the matter of their absence to the Principal;
- 5.3. in the event that after making thorough enquiries, the Principal has not received a satisfactory explanation for the student's absence, the Principal shall report the matter of the student's absence to the Student Tracking Coordinator in the *Department of Education (Sections 23 and 24) School Education Act 1999*; and
- 5.4. on the student's return to school after a prolonged absence, the School shall implement appropriate re-engagement strategies that meet the needs of the individual student to assist them in a smooth transition back to school.

Related Documents and Resources

[School Education Act 1999](#)

Registers of Attendance
Student Code of Conduct
Code of Conduct
Behaviour Policy