



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. Parents have a legal obligation to ensure their child attends on all days the School is open.

Implementation

1. The School shall -
 - 1.1. keep accurate attendance records for every student enrolled at the Beehive Montessori School;
 - 1.2. respond to requests by the Federal and State Government for reporting and attendance data; and
 - 1.3. maintain student attendance data fully and accurately.
2. Parents and guardians shall -
 - 2.1. ensure punctual attendance of their child on all school days the School is open;
 - 2.1.1. school starts at 8.30am and all students should be in class by 8.45 am
 - 2.1.2. school finishes at 3.00pm (junior primary and primary school) or 3.30pm (secondary school)
 - 2.2. notify the School in writing via the Absentee Form in School Stream or via email in the event that their child is going to be or has been absent from school;
 - 2.3. upon request by the School to do so, provide a medical certificate to support any absence(s) of their child from school;
 - 2.4. respond to a phone call from Administration in the event of an unexplained absence; and
 - 2.5. in the event that their child is late, notify the School by completing the Late Note in School Stream or via email, and accompany their child to the class room on arrival.
 - 2.6. Inform the School via email to Administration or classroom teacher if a student is to be collected during school hours.
3. The teachers shall -
 - 3.1. Record attendance at 8.45am and 1.00pm each school day;
 - 3.2. Notify the Principal of any concerns regarding frequent or extended absences.
4. Administration shall -
 - 4.1. Contact a parent or guardian of students who are absent without explanation, record such contact in the absentee register, and request an explanation for the absence; and
 - 4.2. Update the students' attendance status and relay the parents' or guardian's response to the classroom teacher.

5. In the event that a student is absent from School without explanation–
 - 5.1. the School shall contact the parent or guardian, requesting a satisfactory written explanation for the absence;
 - 5.2. if this is unsuccessful, the School shall contact the nominated 'Emergency Contact' for that student;
 - 5.3. if no satisfactory written explanation for the student's absence is received within three days, the student's classroom teacher shall refer the matter of their absence to the Principal;
 - 5.4. 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; or
 - 5.5. in the event that after making thorough enquiries, the Principal has not received a satisfactory explanation for the student's absence for 20 school days, 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*.

Related Documents and Resources

[School Education Act 1999](#)

Student Code of Conduct

Code of Conduct

Behaviour Policy

TASS student attendance data

Approved 24/10/22 by the Board Policy Committee. Next review due 24/10/24