 Attendance Procedures for

Parents

The following information provides guidelines for the attendance procedures at St John Vianney Morisset.

New legislation has made us all more accountable for your child attendance at school. Therefore it is important that the following procedures and guidelines are followed. If they are not, the school is responsible for forwarding information to the Catholic Schools Office for investigation.

1. Parents are legally responsible for the regular attendance of their children.
2. School commences at 8:55 and finishes at 2:55. Children should be at school during these times.
3. All absences must be explained otherwise it is recorded as an unexplained absence.
4. If your child is away or you know they will be away please notify using the Compass APP(preferred method) ring the school, or email your child’s teacher and notify them of the absence. If the absence hasn’t been explained within 7 days it is recorded as an unexplained absence.
5. If you arrive late (that is once children are in class) you MUST come in and sign your child in. This is recorded as an explained absence. If your child is not signed in it becomes an unexplained absence. DO NOT just drop them off and send them in the gate.
6. If you are taking your child out early (before 2:45) you MUST fill in the sign out book and hand the slip to the office.
7. If a family is going on a holiday for up to 10 days a note or email is required. After 10 days an exemption is required from the principal and the appropriate forms need to be filled in. These can be obtained from the office
8. For sickness the Principal may request a doctor’s certificate if the sickness is doubted or the absence is more than 4 days.
9. If there is a pattern of unexplained absences or a large number of absences you will be called to a meeting at school to discuss the issue. If it is not resolved the CSO is notified for follow up.
10. If a child is not at school and the school has not been contacted by 9:15am, parents will be contacted regarding the absence.

Please support your children and the school by supporting the schools Attendance Policy.