



SOUTHERN HIGHLANDS CHRISTIAN SCHOOL

Attendance Policy

Policy Objective

Student attendance is compulsory for all children in NSW Schools. Also, all courses require a set period of attendance to ensure that students complete all work for progression from one stage to another.

This document sets out the responsibilities of Southern Highlands Christian School to: monitor student attendance; enable the school to exercise its duty of care and pastoral obligations towards students; and fulfil its legal responsibilities.

Biblical Basis

Children are a gift and blessing from God (Psalm 127:3). Christian parents in covenant with God strive to nurture, train and raise their children in the truth of God's Word, the Bible (Deuteronomy 6: 7). Jesus esteemed children in his ministry (Matthew 18:3,4) demonstrating the preciousness of children; cautioning against behaviour and actions which may prove harmful to them (Mark 9:42). Southern Highlands Christian School has both a moral obligation, as well as a Biblical mandate to respect, protect and advocate for the students in its care. The attendance policy of SHCS is a reflection of our responsibility towards and care of parents and their children in our school.

Policy Statement

1. The NSW Education Act (1990), requires schools to ensure that individual students meet certain attendance standards. This includes mandatory attendance for students between 6 and 17 years of age, on all designated school days, unless exemptions are applicable.
2. All students must complete Year 10, after which, and until they turn 17, they must be:
 - In school or registered for home schooling or
 - In approved education or training such as TAFE, apprenticeship etc.
 - In full time paid employment (av. 25 hour p/w) or
 - In a combination of work, education and /or training
3. Students in Stage 6 must attend school in order to fulfil course requirements and accreditation for the Higher School Certificate.
4. The Class Roll is a legal document and must be marked accurately each day
5. Class rolls are retained by the school for a period of seven years.



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6. All absences require an explanation from parents in writing indicating the date and reason for the absence. All notes must be forwarded to Reception at the School Office. Email correspondence is considered written communication.
7. If an absence note is not received within seven days, a letter must be sent home requesting a written explanation for the absence. If a note is not received seven days after the request, the absence should be marked as unexplained. All notes of explanation are kept for a period of twelve months from the date received.
8. On the third consecutive day of absence roll teachers are to make contact with parents to inform them and seek an explanation for their child's absence. This contact will enable the school in tracking any long term illnesses and the student's progress and also ensure that any student truancy will be discovered.
9. Where there is a prolonged absence, pastoral care teachers should ensure the Principal is notified so that decisions can be made in regard to student completion of course requirements and progression through the school. Hence parents are to be contacted in regard to any ramifications of prolonged absences.