

POLICY

STUDENT ATTENDANCE

RATIONALE

Bombay School will monitor student attendance to ensure progress is not affected by absence.

GUIDELINES

1. The school will take pro-active steps to maintain student attendance. The Principal will report to the Board on student attendance at the end of every term.
2. Student attendance will be recorded twice a day through the School's Student Management System; together with the reason for any absence.
3. Parents/caregivers will be contacted as soon as is practicable in relation to any unexplained or unjustified absence.
4. The Principal will develop protocols on the recording of student attendance/absences and on the steps which the school will take in order to maximise student attendance. The protocols will include an outline of which kinds of absence the Principal will accept as 'justified', together with the steps to be taken in the case of 'unjustified' absences. The Principal will present these procedures to the Board at a Board meeting.
5. The Principal will devise and, when approved by the Board, will implement a strategy to inform parents/caregivers and the community-at-large about the school's policy on attendance/absences (and to keep the community aware of it on an ongoing basis)

Formulated: September 2008

Adopted: 17 September 2008

Review Due: October 2015