

GPPS Attendance Policy

Parent/Carer Responsibilities

- Ensure that their child attends school on every school day.
- Provide a satisfactory explanation for all absences.
- Submit an Absentee Form through the Schoolzine App **on the day of any absence**.
- In the case of any planned absences (under 5 days) provide an explanation by submitting an Absentee Form through the Schoolzine App.
- In the case of any planned absences (5 days or more) complete an Application for Extended Leave Form found on the Grays Point Public School website.

Student Responsibilities

- Students must attend school every school day. They must be on time and have all necessary equipment.
- Never leave school during school hours without permission from parents/carers or the school and without signing out at the office.
- Report to the school office if arriving at school after 9.17am.

School Responsibilities

- Regularly inform students, staff and parent/carers regarding the attendance policy and procedures and making this publicly available through newsletters and enrolment packages.
- Monitor student attendance daily through roll marking procedures.
- Notify parents/carers of any unexplained absences via a letter within a week of an absence, requesting a satisfactory explanation for their child's absence. If no explanation is given the office will email a second letter. If still no response from parent the office will phone parent for an explanation.
- Notify the Principal when concerned that the explanation for student absence is unsatisfactory.
- Offer help to parents and students when school attendance has become a problem.
- Provide students with school work when they are absent for legitimate extended periods of time.
- Notify the relevant authorities if non-attendance persists.

View the NSW DOE Attendance Policy at <https://education.nsw.gov.au/policy-library>