



# St Ignatius School, Toowong

## Attendance & Absentee

### Policy No: 14

#### 1. Rationale

At St Ignatius School, we value children's safety and wellbeing and open communication between teachers and parents in relation to children's absences from school. We ask that we be informed about absentees. We also value the safety of all children when leaving our care during normal school times. This policy will ensure that we know who is in attendance at school on any given day or time during the day.

#### 2. Values

The following values have been identified from the school's mission statement as appropriate to this policy.

- Welcoming, caring community
- Self acceptance and self respect
- Service
- Supportive and challenging environment
- Care of each individual
- Holistic Catholic Education

#### 3. Policy Statement

St Ignatius School is a Christ-centred community within St Ignatius Parish, Toowong. Students from the community are enrolled on the understanding that both parents and students appreciate and support the school's attendance and absentee policy, in addition to the philosophy and ethos of a Catholic school.

#### 4. Implementation

##### 1. Absenteeism

Parents are required to contact the office through the following means: Telephone 3371 1094; email [ptoowong@bne.catholic.edu.au](mailto:ptoowong@bne.catholic.edu.au) and cc the teacher [or](#) submit through BCE Connect App or Parent Portal before 9.00am advising if their child/ren will be late or will not be attending school. It is the school policy to telephone or SMS parents if a student is absent and no notification has been received. It is expected that the parent/guardian will respond to this message. A follow-up phone call to parents/guardian (or emergency contact if necessary) will be made at 9.30am should no contact have been made with the school. If no contact has been made on the day of absence a note is required for the Classroom Teacher on the day the student returns to the school. If advance knowledge of absence is known, written communication with the class teacher is appreciated or contact through the main office.

Within two (2) days, the class teacher in the first instance or another member of the school staff will make contact with the child's parent/s or legal guardian if the school has not been notified of an absence.

## 2. The School Day

### a. Standard Bell Times

8.35	–	10.35am
11.20	–	1.20pm
1.50	–	3.00pm

### b. Student Attendance

Students are expected to attend school every day during Term time.

Attendance at school is crucial for your child's development. Please keep this in mind when organising family holidays. If for any reason your child is required to be absent from school, other than medical or dental appointments, our policy states that you write to the Principal requesting leave for your child. When requesting leave, please include your child's full name and year level in the letter.

**From Year One through to Year 6, students are legally required to attend school.**

### 11 Flexibility of Schooling Form

Should a student be taking a vacation during school term, the parent/guardian will give four (4) weeks' notice of their intention. A Flexibility of Schooling Form will then be completed.

### 12 Early Departure/Late Arrival

Children arriving late **must** be signed into the office by a parent/guardian. The student will then be given a late slip to take to the teacher to confirm that they have signed in at the office. Communication requesting that a student leave early must be sent to the classroom teacher. The student must then be signed out by an adult. If the student returns to the school (e.g. after a dental appointment) he/she must sign in again. After arrival at school, no student is to leave the grounds without reporting to reception. In the interests of student safety, any student leaving early must be collected by their parent/guardian in Student Reception and be signed out. No student is permitted to leave the school grounds during the day.

### 13 Illness/Accident

Any student requiring first aid or leaving class because of sickness must report to Reception/Sick Bay. The Sick Bay is used for temporary accommodation while the student is waiting to go home. If a student is too ill to be in class, parents will be notified and arrangements will then be made for the student to return home. If parents are not available, the emergency number will be contacted. Medication is not given to students at school unless previous arrangements have been made.

Students who are ill should not come to school.

Accidents are to be reported immediately to a supervising teacher.