

Full Fee Paying International Students Attendance Policy

Statement of Intent

The Royal Oak Primary School Board of Trustees will ensure that:

- 1) Parents take responsibility to ensure that their child/children attend every school day.
- 2) Parents will inform the school of any absence on the day of absence, prior to the start of the school day.
- 3) A written reason will be provided for each absence if the school office is not contacted on the day(s) of absence.
- 4) Prior notice of planned absences will be given in writing.
- 5) Children who arrive late report to the Office and are issued with a late stamp to take to the class teacher and the lateness recorded.
- 6) An electronic register is taken at 8:50am and 1:45pm daily.
- 7) Daily attendance is monitored by the Principal and the Deputy Principal.
- 8) Unexplained absences are immediately followed up by the Principal's Secretary.
- 9) Patterns of poor attendance or unexplained absences are followed up by the Principal.

Ratified by the Board of Trustees: 04 November 2010

Reviewed : 06 December 2012, 07 December 2014, 05 November 2015, 10 November 2016, 02 November 2017,
19 November 2018, 05 December 2019, 29 October 2020

Signed:



Principal: Megan Clotworthy



Board Chair: Michael Berry