

Full Fee Paying International Students Attendance Policy

Statement of Intent

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

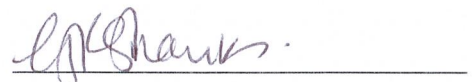
- 1) Parents take responsibility to ensure that their child/children attend every school day.
- 2) Parents will inform the school of any absence on the day of absence, prior to the start of the school day.
- 3) A written reason will be provided for each absence if the school office is not contacted on 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 ticket 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
06 December 2021, 05 December 2022
11 December 2023
08 December 2025

Signed:



Principal: Megan Clotworthy



Presiding Member: Georgie Shanks