Oak Flats Public School
School Attendance Policy

The law in NSW (Education Act 1990) states that all children between the ages of six and fifteen years are required to attend school regularly.

It is the responsibility of parents or caregivers to make sure that their children attend school every day.

Your child must attend school every day unless:

- your child is too sick to go to school
- your child has been injured
- your child has to attend a special religious ceremony
- your child has an infectious illness
- there is a serious family situation which requires their involvement

Please do not keep your child away from school for:

- birthdays
- minding of other children
- hair cuts

Attending school every day makes learning easier for your child and helps them build and maintain friendships with other children.

If students miss the basic skills in the early years of school, they may have problems later on. Regular attendance at school will help your child to succeed later in life. Attendance for sport and other exercise helps the healthy physical development of children and as a result it is a compulsory component of the curriculum, which students must attend.

Please attempt to plan your family holidays and your child’s medical appointments around the school holiday periods. Children’s appointments should be made before or after school where possible.

Informing the School about Absences

It is important to let the school know why your child has been absent. Generally this will occur after a child has been absent from school by sending an explanatory note with your child on his/her first day back. This allows the class roll to be maintained in an accurate manner (a legal requirement).

If you know that your child will be absent for a substantial period of time (more than three consecutive days) then it is appropriate to inform the school in advance.
**Student Sickness**

If during the day, a child becomes unwell, the class teacher will inform the office and a non-medical assessment will be made of the child’s condition. Generally, a parent/carer of the child will be contacted by telephone and informed of their child’s symptoms. Appropriate action will be taken at that point.

In the event of a student being unwell, the school is sensitive to the possibility of inconveniencing parents/carers, especially in their workplace. However, the school adopts the position that being informed about a child’s welfare is more important than being inconvenienced.

Regarding medication, the school will only administer medication to a child when it is accompanied by written parental permission that includes dosage instructions. Medication permission forms can be obtained at the office to ensure safety for your child. No medication can be administered without prior contact with the office.

**Arrangements for Arrival and Dismissal outside of normal school hours**

Classroom lessons begin at 9:00am and finish at 3:00pm. If a child arrives after lessons have begun at 9:00am they must go directly to the office and their parent must sign a late note for the child to go to their classroom and the teacher will then record their lateness in the class roll (a legal requirement).

If parents/carers want to collect their child prior to 3:00pm they must go directly to the office and complete an Early Leaving Slip. This ‘slip’ will record the time, reason for the early departure and who is collecting the child. The slip is then taken to the child’s teacher so that the class roll can be accurately maintained (a legal requirement).

**Supervision of Students**

The welfare of each child is vital to everyone at Oak Flats Public School.

The following arrangements are in place to ensure the safety of our children.

- Playground supervision commences at 8:30am. Students are not to be on the school grounds prior to this time for their own safety.
- While teachers are supervising children, they are not in a position to engage in in-depth conversations that could distract them from the primary responsibility of a duty of care to the children. If you wish to talk with your child’s teacher you are encouraged to make an appointment through the office or with the teacher directly.
- Children on the school grounds are always under the direction of the supervising teacher.
- Teachers supervise the playground areas throughout the recess and lunchtime period.

**Visitors to Oak Flats Public School**

On arrival at school, all visitors (including parents wishing to see their child) and classroom/school helpers are requested to visit the school’s office to collect a visitor’s badge and sign in. Prior to departure, the visitor is to return the badge and sign out.