

Help for non-English speakers

If you need help to understand this policy, please contact the office at Richmond Primary; 94281909

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction

- ensure students, staff and parents/carers have a shared understanding of the importance of attending school

the student has a dual enrolment with another

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, Richmond Primary School will notify parents by Compass text message. Richmond Primary School will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

If contact cannot be made with the parent (due to incorrect contact details), the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school, where possible, on the day of the unexplained absence.

Richmond Primary School will keep a record of the reason given for each absence. The Principal will determine if the explanation provided is a reasonable excuse for the purposes of the parent meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

If Richmond Primary School considers that the parent has provided a reasonable excuse for their child's absence the absence will be marked as 'excused absence'.

If the school determines that no reasonable excuse has been provided, the absence will be marked as 'unexcused absence'.

The Principal has the discretion to accept

