



POLICY		PROCEDURE
Policy Name	Attendance Policy	
NESA Policy Category	Attendance (3.8)	
Related Procedures	Monitoring Daily Attendance/Absence of Students Procedure Following Up Non-Attendance Procedure Register of Enrolments Procedure Register of Daily Attendance Procedure	
Related Policies and Legislation	Education Act 1990 NSW Department of Education and Communities policy on Compulsory Attendance	
Date of Issue / Last Revision	12 August 2016 10 March 2017 – Re-formatted 30 March 2018 13 July 2018	
Date Set for Review	July 2020	

Attendance Policy

Regular attendance at the Central Coast Montessori Primary School (CCMPS) is important and essential to assist students to maximise their potential.

The Central Coast Montessori Primary School, in partnership with parents, is responsible for promoting the regular attendance of students. Under the Education Act (1990), parents/guardians are required to:

- ensure that children attend school every day that instruction is provided;
- provide an explanation for absences (including late arrivals) promptly and within seven (7) school days of the unexplained absence occurring; and
- take measures to resolve attendance issues involving their children.

The Principal is to keep a *Register of Enrolments* and *Daily Attendances Register* of all children at the school. Each register can be kept in either print or electronic form.

The *Daily Attendances Register* must be in the form approved by the Minister of Education, using the approved common code for attendance registers of New South Wales schools. (Attendance Appendix A: School Attendance Register Codes, sourced from the AIS (Association of Independent Schools of NSW) website).

The NSW Department of Education and Communities policy on Compulsory Attendance at school states that, *children are expected to attend school activities, on time* and that regular attendance helps a child;

- develop the skills needed to access the world of work and other opportunities;
- to learn the importance of punctuality and routine;
- to make and keep friendships.