



Attendance Policy and Procedure

Rationale

Students make the most progress when they attend school regularly. At Hargy International School, students are expected to attend every school day.

Purpose

This policy and procedure is to inform students, parents and teachers of the expectations in relation to student attendance and the processes used to record student attendance and follow up nonattendance.

Attendance Expectations

Students are expected to attend school on every school day.

Exceptions to this include:

- *Genuine illness*
- *Inability to attend due to road closures/weather events*
- *Important family events (funerals for example)*

Absence due to Illness

When a student is absent for more than 3 days due to illness, a medical certificate will be required. For students who have repeated absences due to illness, the school may require a medical certificate.

Recording Student Attendance

Teachers will:

- *Take daily attendance rolls for each class*
- *Ensure attendance information is uploaded to the HIS drive*
- *Ensure attendance/absence figures are included in student reports*

Parents will:

- *Notify the school of any student absence and the reason for this*
- *Provide a medical certificate if required*

The Principal will:

- *Check school attendance registers on a weekly basis*
- *Follow up with teachers regarding any developing patterns of student absence Addressing continued Student Absence*
- *Teachers will follow up with parents and notify the Principal when a pattern of continued student absence begins to emerge.*
- *If the student absence continues, the Principal and Teacher will meet with the parent/s to develop a student attendance plan.*
- *If student absence continues once a student attendance plan has been implemented, student enrolment may be cancelled.*

Document Control

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