



OUR LADY QUEEN OF PEACE PRIMARY

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Dear Parents,

Since the beginning of this year there have been some significant changes to legislation regarding attendance at school (*Education Act 1990*)

When parents are considering any kind of extended leave there are forms that need to be completed but the basic requirement is that the school must be notified in writing. Following is an excerpt from the legislation and the forms mentioned are available from the office:

“ New requirements for student absence and travel

- **1-9 days absence:** Parents **must** notify the school principal by **mail or email (written)**. Refer to **Attendance Register Codes (2015)** listed below.
- **10-99 days absence:** Parents must complete and submit the *Application for Extended Leave* form (**A1**) prior to commencing leave OR apply for extended leave in writing to the principal directly. If approved, the Principal issues a *Certificate of Extended Leave* (**C1**). If the principal declines this application (i.e it is not within the best interest of the child to take leave and be absent from school), a letter notifying parents that the application has been declined would be forthcoming from the school (refer to sample letter D1). The certificates **A1 or D1** are attached to the letter of extended leave or application form (**A1**). “

A significant change for all schools in our Diocese is that we now use an electronic roll rather than a paper copy. Teachers are required to login each day and mark the roll with absences but **NOT** partial absences. These will be marked by the office secretaries. This means that if you arrive late for school or are picking up your child early, the parent MUST sign a form at the office. Our official times for school are:

- Begins at 8.55am each day
- Finishes at 3.05pm.

Because the roll is marked electronically, the data is sent automatically to the Catholic Education Office for census and other purposes. If a child has 9 or more days unexplained absence, I will be contacted by CEO and it is my responsibility to get a written explanation from parents. If this is not forthcoming I have to report the incident to the Department of Community Services.

Attendance at school is now considered to be the main factor in student progress. Research suggests that continuity in learning is having the biggest effect on overall student results.

Thank you for your help in this area.

Michael Hopley
Principal