**ATTENDANCE MATTERS**

Welcome to 2013, I’d like to introduce myself; my name is Joan Anderson, I am the Attendance Coordinator at Henry Kendall High School. As part of my role I will be assisting the Deputy Principals in monitoring to ensure the excellent attendance of our students.

Regular attendance at school is essential to assist students reach their full potential. When students do not attend school they miss out on vital information, their learning routine is broken, they can lose confidence and they miss out on building on friendships. School in partnership with parents, are responsible for promoting the regular attendance of students.

In response, this year we are introducing a system of positive rewards that will recognise students who have achieved 100% attendance each term. Students with a perfect attendance record will be recognised with an award at their Year Assembly in Week 8 of each term.

**FAQ**

**What is my legal obligation with regard to my child attending school?**

Education in NSW is compulsory. This means all children from six years of age and under the minimum school leaving age are legally required to attend school. From 2010 all New South Wales students must complete Year 10. After Year 10 and until they turn 17 years of age students must be:

1. in school
2. in approved education or training
3. in full-time, paid employment or a combination of work, education and/or training.

Parents and caregivers of children from Kindergarten through to Year 12 are responsible for ensuring their child attends school every day.

**Do I have to send my child every day?**

Yes, it is a condition of enrolment that you send your child every day. Parents are legally required to send their child to school every day that the school is open for instruction or participation in school activities, including swimming and athletics carnivals.

**What Do I Do If My Child Is Away From School?**

Send a note of explanation with your child on the day your child returns to school. This is a legal requirement within **SEVEN SCHOOL DAYS.** HKHS uses a SMS alert system to notify parents/guardians of a student’s absence. You may respond to the SMS as an explanation of absence. It is essential that all student records are kept up to date including mobile phone numbers.

**What Happens If I Do Not Send a Note Of Explanation Within Seven School Days?**

If a note of explanation is not sent within seven school days an **‘unexplained absence’** is recorded PERMANENTLY on your child’s attendance record. Even if a note of explanation is sent after this time the unexplained absence remains on your child’s attendance record.

Unexplained absences are also recorded on a student’s School Reports. This circumstance may be undesirable when presenting School Reports to prospective employers.

**What Do I Do If My Child is Late to School?**

You may do any of the following

1. Accompany your child to the front office and provide a verbal explanation
2. Phone the school to provide an explanation
3. Send a written explanation with your child when they arrive to school on the day they are late
4. Send a written explanation with your child within seven days of the day your child was late.

**What Do I Do If My Child Is Away for a Prolonged Period (more than three days) Due to Illness?**

Phone the school to explain the circumstances and then send a note of explanation on the day your child returns to school.

*Further FAQ and tips will be included in future Newsletters.*

**Joan Anderson - Attendance Coordinator**