



Kambora Public School

Respect • Responsibility • Personal Best

School Attendance Policy

Regular attendance at school is essential if students are to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for promoting the regular attendance of students, school staff as part of their duty of care, monitor part or whole day absences.

Absences:

- Please contact the school office on 94518028 by 9:30am, if you child will be absent that day.
- When students are absent from school, a written explanation addressed to the class teacher is required on the child's return. The explanation is recorded in the class roll and the letter filed for a twelve-month period. There is no need to phone the school regarding daily absences. This must be completed within seven school days.
- All children are expected to be at school in time for the 9:10am bell.
- Students arriving after this bell are considered late and therefore must be signed 'in' at the school office by their parent/carer, who must then accompany them to their classroom with the appropriate 'late' notification.
- Parents and or careers wishing to collect their child/children from school before the 3:10pm bell are also required to report to the administration office and sign their child/children 'out'. Parents are then required to present the 'early leavers' notification form to their child's class teacher upon collecting their child.

Exemption From School For Purposes Other Than Illness

Parents wishing to withdraw their child/children from school for reasons other than illness must apply to the for an 'Exemption From School Attendance'. (see below)
Applications are available at the school administration office.

For periods totalling up to:-

- 50 days in a 12 month period for any one student. Permission is granted by the school principal.
- 100 days in a twelve month period. Permission is granted by the Middle Harbor Network School Education Director.
- 100 days and over in a twelve month period. Permission is granted by the Northern Sydney Regional Director.

If you're having problems getting your child to attend school regularly and on time, please talk to your child's teacher or principal.

For your obligations under the school attendance guidelines, please go to:

www.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/PD20050259.shtml

Application for Exemption from Attendance at School

PART A (To be completed by the student's parent or caregiver)

STUDENT DETAILS

NOTE: If exemption is sought for more than one student, separate applications must be made for each student.

Family name: _____ Given name(s): _____

Age: _____ Date of birth: ____ (dd) / ____ (mm) / ____ (year)

Enrolment Registration Number (ERN): _____

Student's address: _____

_____ Postcode: _____

School name: _____ School's telephone number: _____

Dates of exemption applied for: ____ / ____ / ____ to ____ / ____ / ____

Number of School Days: _____

REASON FOR APPLICATION FOR EXEMPTION (Please tick ☒)

Exceptional domestic circumstances ☐

Other exceptional circumstance ☐

Please provide more detail about the reason for the application for exemption here:

NOTE: Where the reason for application for exemption includes long term travel arrangements, of more than 20 school days, copies of travel documentation should be included with the application.

PARENT OR CAREGIVER DETAILS

Family name: _____ Given name(s) _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

DETAILS OF PRIOR/CURRENT EXEMPTIONS

Date of exemption from: ____ / ____ / ____ to ____ / ____ / ____

Number of School Days: _____

Copy of Certificate of Exemption attached (Please tick one box ☒): Yes ☐ No ☐

As the parent or caregiver of the above mentioned student, I hereby apply for a Certificate of Exemption from attendance at school, under the *Education Act 1990*.

I understand that if the exemption is granted:

- I am responsible for his/her supervision during the period of exemption
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the Certificate of Exemption
- the exemption may be cancelled at any time.

Signature of applicant/s: _____

Date: ____ / ____ / ____