



St Joseph's School

PETERBOROUGH

ATTENDANCE, ABSENTEE & LATE POLICY

Rationale

Students' development for life beyond school will be enhanced if St Joseph's School clearly upholds the importance of punctuality and meeting responsibilities. Also, students are under the duty of care provided by St Joseph's School from the moment they arrive at school until they have completed all lessons and required activities. Therefore, their presence needs to be monitored and recorded.

AIMS

- To ensure the standard application of procedures and consequences for lateness to school and absence from school.
- To promote an understanding about the social courtesies of punctuality and meeting responsibilities.
- To ensure that all students are present for tuning in and can take part in a meaningful and uninterrupted morning prayer.
- To promote justice and equity within St Joseph's School.

BROAD POLICY

It is expected that students be present and punctual for all school requirements so that St Joseph's School is certain of their movements. Should this not occur for any reason, lateness and / or absence procedures must be followed so that careful and accurate records can be kept and duty of care can be maintained.

ABSENTEEISM

Phone

We require all parents to notify the school as soon as possible about student absences. The direct line is 8651 8100.

Text Message

You can also send a text message (SMS) to school to notify of an absence or late arrival. The SMS number is 0407 818 514.

Email

You can email the school to notify of an absence or late arrival at absent@stjopet.catholic.edu.au.

Late Arrivals/Early Departures

Any student arriving late must sign in at the front office. Any student leaving early must be signed out at the front office by the parent or approved caregiver.

The daily roll call is completed in the morning and sent to the Front Office by 9:30am. If no contact has been made with the school by this time, you will receive a text message indicating that your child is absent, unexplained and asking you to contact the school to provide a reason for the absence.

HEALTH

There will be times where your child's absence from St Joseph's School is due to Health, please find information below relevant to expectations around sickness and some guidelines as to length of time a child should remain away from home due to specific health conditions.

Sickness

If students are not well they should not be sent to school. In case of serious accident or illness at school, emergency contact numbers will be called. If a student is sick for more than 2 days, a sick certificate is required from the doctor.

Infectious Diseases

Parents are asked to adhere to times prescribed for keeping students at home as any infection, colds and flu included, can often spread quite quickly in an area where there are a lot of children.

Contagious Diseases

A number of regulations have been drawn up by the Education Department on the premise that children who have been ill with an infectious disease will not return to school until they are fully recovered. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced.

Chicken Pox - exclude until fully recovered

Mumps – exclude until fully recovered

Rubella – exclude until fully recovered

Viral Hepatitis – should be excluded for at least 7 days from the appearance of rash or until appropriate medical certificate of recovery is produced

Scarlet Fever - exclude until appropriate medical treatment and a medical certificate of recovery is given

Whooping Cough - exclude for four weeks from onset of illness and until a medical certificate of recovery is produced

Ringworm - re-admit when appropriate treatment has commenced, supported by a medical certificate

Scabies – as per Ringworm

Pediculosis (Lice) - as per Ringworm. A lotion called KP 24 and/or Lyban is available from Chemists for treatment

Conjunctivitis – exclude until discharge from eyes has ceased

Impetigo (School Sores) - exclude until sores have completely healed. The child may be allowed to return provided that appropriate treatment is being applied and that sores on exposed surfaces such as scalp, face, hands or legs are properly covered with occlusive dressings