



Attendance Procedures for Parents



Blackwood Primary School Mission Statement

An IB school valuing, supporting and inspiring a community of lifelong learners

Purpose

Why do we need an attendance policy?

School education lays the vital foundations for a child's life. Every day of attendance at school contributes to more than just your child's learning. Research shows that attendance **all day, every day** also positively affects their overall well-being, including social and emotional development, building of self-confidence and important life skills such as punctuality.

BPS works to ensure every student has full and equal access to the best full-time education we can offer and to which they are entitled. We will support parents and caregivers to perform their legal duty to ensure their children of compulsory school age attend regularly and will promote and support punctuality as part of student education.

We also have a responsibility to record student attendance and will act early in response to any issues around lateness or absences to minimise the disruption caused to the quality of education for all our students.

When does my child need to be in school?

Students are welcome to come into school grounds from **8.30am** and will be supervised by a staff member from this time.

Any student on school grounds before 8.30am needs to be supervised by a parent/caregiver to ensure their safety. Unsupervised students may be placed in OSHC and parents/caregivers charged accordingly.

A siren sounds at **8.45am** for children to move into their classes for the completion of the role attendance and lessons begin at **8.50am**.

Any child arriving **after 8.50am** is considered **late**.

School finishes at **2.30pm on a Monday and 3.20pm Tuesday to Friday** and the yard is supervised by a staff member until **2.50pm on Monday and 3.40pm Tuesday to Friday**.



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Any child on school grounds after these times needs to be supervised by a parent/caregiver to ensure their safety. Unsupervised children may be placed in OSHC and parents/caregivers charged accordingly.

What do I need to do if my child is late to school?

If your child is late to school, you must let the school know as early as possible via:

Phone – 82785355

Text – 0427 016 460

SPACETALK SCHOOLS APP (Download on your Android or iPhone)

When your child arrives at school late they need to sign in via the iPad in the Front Office before they head to their classroom.

If you are with your child when they arrive you should also let the front office know the reason for the late arrival. If your child is unaccompanied when signing in then you will need to inform the front office of the reason for their lateness otherwise it will be recorded as 'late unexplained'.

What do I need to do if my child is absent from school?

If your child is unwell or had a medical appointment you should contact the school before 8.30am on the first day of absence informing the school of the reason for the absence. You can do this via:

Phone – 82785355

Text – 0427 016 460

SPACETALK SCHOOLS APP (Download on your Android or iPhone)

If your child is away for more than 3 consecutive days a medical certificate may be requested by the Principal.

How do I apply for an authorised absence, for example a family holiday?

You can apply for an authorised absence by requesting a form from the front office. This will be signed by the Principal and kept with your child's attendance records. This form needs to be used for any planned absences over 3 days.