RATIONALE
All students at St Joseph’s Catholic School will attend school as required by Government Legislation for Australian school age children.

AIM
To ensure that attendance at school is a regular and ongoing part of School life for all students enrolled at St Joseph’s Catholic School.

IMPLEMENTATION
Attendance
Once a student is enrolled at St Joseph’s Catholic School:

- The parent of that student must ensure that the student attends school each day as required.
- The Principal must ensure that a register of absences is kept.
- If a student is absent and notification has not been received by 9.00am, the school office then calls the parent/carer to ascertain the reason for the absence on the second consecutive day of absence.
- If absence continues for no valid reason, the Principal then contacts the parents/carers to discuss the continuing absences and to try to resolve issues to the satisfaction of all parties.
- If the absence continues and the parents/carers are aware of their obligations under the Education Act, then parents will be informed that legal proceedings will be pursued if they continue to ignore their obligations. Procedure in this case will follow those recommended by the Tasmanian Catholic Education Office.
- The Principal will inform the Tasmanian Catholic Education Office and will follow legal instructions given from the Office.

Keeping Records
- All class teachers are issued with Registers (Class Lists) for recording absences at the beginning of the year. Registers (class Lists) must be kept up to date and submitted to the Principal each term.
By 9.00am a list of students absent, and reasons for absence if known, is recorded and sent in the blue message bag to the office. (See Absentee Record pro-forma)

If the reason for absence is unknown the office administrator calls the student’s parents/carers and seeks further information.

Records of all absentees and reasons for absence are recorded and kept in the office.

Absences Due to Infectious Diseases

If the Principal believes that a child may have an infectious illness or infestation, he/she should contact the child’s parent/carer and request that the child not attend school. Parents should be aware that a Principal has the right to require that a student not attend school if the Principal believes that the child has an infectious illness or infestation.

The Principal may require a letter from a registered medical practitioner, stating that a child does not have a condition, which is contagious, infectious or harmful to the health of other persons at the school.

The diseases listed in Appendix A are presently deemed to be infectious, contagious or harmful to the health of other people in a school. The minimum periods that the sufferer should not attend school are indicated. These recommended periods are a guide, which may be modified, in individual cases. Further advice is available from the Director Of Public Health.

This policy will be reviewed as part of the St Joseph’s Catholic School policy review cycle.

Implemented July 2005; amended April 2010
**APPENDIX A:**

_Infectious Diseases_

**Chicken Pox**  Should not attend school for five days after the eruption appears (scabs remaining after this time are not an indication of a need for continued exclusion).

**Conjunctivitis**  Should not attend until eye discharge stops.

**Diarrhoea**  Should not attend until condition stops.

**Diptheria**  Should not attend until medical certificate of recovery is issued after at least two negative throat swabs.

**Glandular Fever**  May attend school

**Hepatitis A**  Should not attend until medical certificate of recovery.

**Hepatitis B**  May attend school.

**Hepatitis C**  May attend school.

**HIV**  May attend school unless a secondary infection requires exclusion in its own right.

**School Sores**  Should not attend until sores on exposed surfaces have been treated and are all covered.

**Measles**  Should not attend for at least five days from appearance of the rash.

**Meningitis (Bacterial)**  Should not attend until well.

**Whooping Cough**  Should not attend school for five days after first being administered antibiotics (upon being diagnosed)