

School Attendance

One of the factors that affects individual school achievement is school attendance. It is extremely important that each child has minimal absences and that he/she arrives on time each day to eliminate disruption to learning. Our school day starts at 9.00am and parents/carers are requested to notify the school by 9.00am on the day of their child's absence. Notification can be by phone to the front office on 6142 1660 or email the school's email address info@monashps.act.edu.au. An absence form is also available from the website and front office to assist parents with supplying written notification on the child's return to school.

To support schools to maintain their business systems, the ACT Education Directorate has introduced the Sentral Administration System (SAS). The new system features a single centralised database for all student data. Student profile, including academic, absence and welfare data will follow students from school to school automatically. A new feature of the SAS is the ability for the school to alert parents/carers by SMS in the event of their child's absence from school. We will commence using SMS notification in week 5. In preparation for this change, please ensure that the current mobile phone number you have provided to the school is accurate.

The school's procedure for attendance and absences is as follows:

- Rolls are marked by the teacher between 9.00 and 9.10am.
- Any child who is not present in the classroom by 9.10am is required to proceed to the front office to be marked present. If late, you can either accompany your child to the front office or write a note. Your child will be provided with a blue late slip which they need to pass on to the teacher upon entering the classroom.
- If your child is still absent from school after 9.15am, you will be sent an automated SMS notification. We request that you then make contact with the front office on 6142 1660 or email the school's email address info@monashps.act.edu.au. To avoid receiving this message, please explain your child's absence to the front office or their classroom teacher before 9.00am on the morning of their absence.
- If no explanation is given by as parent/carer, your child will be marked with an unexplained absence.
- Cumulative unexplained absences will be followed up by the school leadership team and the Education Directorate.
- If you are collecting your child from school early, or taking them out for an appointment, you must sign them out at the front office.



Todd McCoy
Deputy Principal