Dear Parents/Caregivers

The Minister for Education has made changes to attendance and how it is recorded. This is now referred to ACARA National Standards for Student Attendance Data Reporting. This may affect your child’s/ward attendance records.

The major change is **Holidays** taken by students outside of school vacation periods will now be included as absences. A Certificate of Exemption can no longer be granted for this period. This means all holidays will be recorded as absences on your child/ward’s **report**.

Families are encouraged to take holidays or travel during school vacations. If travel outside of school vacation periods is necessary the following considerations apply:

- If the principal accepts the reason for the absence, the absence will be marked as **Leave** and be recorded as **Justified Leave**. This will appear on your child/ward's report as justified leave.
- If the principal does not believe the absence is in the student’s best interests and does not accept the reason the absence will be recorded as **Unjustified Leave**.

If you are planning to take holidays during school days please call into school and fill in the appropriate form and see the Principal – Andrew FitzSimons, **before** you go. This will possibly avoid your child/ward been marked as Unjustified leave and you will not receive text messages/letters & or phone calls.

It is really important if your child is **Absent or LATE** that all absences are explained. **WHY MAY YOU ASK?**

Firstly it’s the law, under the Education Act 1990 all absences must be explained within **seven** days.

If you do not explain why your child has been away within 7 school days it will go down as an **unjustified absence** and this will appear on your child's/ward's report. Also if your child is late it will go down as an unjustified partial absence on your child's/wards report.

**Being absent and/or being late must be explained with a valid reason!**

You can do this via note, phone call, sms or in person.

Lastly if you have any questions/concerns regarding attendance issues please give me - Peter Cattle a call at school. My role is the L@SSO – Learning at School Support officer.

Yours sincerely

Peter Cattle
PDHPE/L@SSO - Teacher