

Teacher's role

- To keep accurate records of attendance.
- To keep all parent notices regarding absences.
- To ring parents if students are absent for 3 consecutive days without notification.
- To inform the welfare officer if absences are frequent and are causing concern.

Welfare Teacher's role

- To ring parents regarding children who have unacceptable number of absences.
- To convene meetings between the teacher, parent and child regarding unacceptable attendance.
- Staff to contact if you have any concerns regarding your child and school attendance.

Welfare Officer: Mr. Morry Guercio
9305 2033

Principal: Mr. Kevin Pope
9305 2033

Assistant Principal: Mr. David Rumble
9305 2033

It's cool to be at school!



Don't be late, Mate!

M.H.P.S
The logo for Meadow Heights Primary School, featuring the letters M.H.P.S in a bold, sans-serif font above a stylized graphic of a person standing on a base.

Meadow Heights
Primary School

School
Attendance
and
your Child



Tel: 9305-2033

2005

Why is attendance at school important?

Students need to attend school regularly to make the most of educational opportunities.

There is a direct link between attendance and achievement.

Poor patterns of attendance in the early years can lead to poor patterns of attendance throughout the school years.

Poor attendance makes it difficult for students to form positive relationships with their peers.

If your child misses 1 day a fortnight over the '40 week' school year, they would have missed 20 school days which is 4 weeks of education. THIS IS NOT ACCEPTABLE.

Responsibility of parents/caregivers

Ensure that your child attends school on all designated school days.

Only allow your child to be absent from school if there is a legitimate reason (they are genuinely sick)

Immediately notify the school if your child is going to be absent for more than 2 days.

When your child returns to school, send a note to the classroom teacher which clearly outlines the reason for your child's absence.



**"The Early Bird Catches the Worm
It's not cool to be late, Mate!"**

It is **very** important that students arrive to school 5 minutes before the bell.

Why?

1. They have the chance to unpack their belongings and say hello to their friends.
2. They have time to put their lunch orders, readers and homework in the appropriate tubs.
3. They are ready to start the session at 9:00 am exactly and are not flustered.
4. They are more comfortable because they are in attendance when the daily routine is explained and learning has commenced.
5. They do not disrupt teachers and students who have already settled into work
6. They get into the habit of punctuality which is important in all aspects of life.

PROCESS - IF YOUR CHILD IS LATE

1. Go to the office to get a late pass
2. Information regarding time and date will be placed onto the computer.
3. Take the late pass to your child's teacher
4. Reassure your child that you will work hard to



Early Dismissal It all adds up!

Try and make all your doctors, dentist and other appointments for after 4 pm. Did you know that if you pick your child up at 3:15, 2 days a week this will add up to 20 hours of learning time that they will miss out on?

Like the commencement of the day, the end of the day is just as important.

Why?

1. Notices/newsletters and homework reminders are given out.
2. Sharing/retelling/quick revision of the days activities often happen.
3. Students participate in various jobs to keep their room tidy.
4. They get into the habit of staying at school until dismissal time – again important in all aspects of life.

PROCESS - IF YOUR CHILD **MUST BE PICKED UP EARLY**

1. Go to the office and ask the office staff to page for your child to be sent to the office for an early release.
2. Fill in the Early Release Book
3. Information regarding time and date will be placed onto the computer.
4. Reassure your child that you will work hard to try not to pick them up early.

LATE ARRIVALS AND EARLY DEPARTURES – EFFECT YOUR CHILD'S LEARNING

If you have any concerns or personal information which you believe exempts you from getting your child to school on time or picking them up early, please ring to make an appointment with either Morry Guercio or David Rumble.