21 March, 2013

Dear Parents,

Last year parents were advised of the new requirements by the NSW Government regarding notification for leave. The new policy clearly articulates the parent’s responsibility for ensuring their child/children attend school every day. It also spells out the principal’s responsibility to ensure all parents comply with the Education Act and if there is continuous non-compliance outside authorities must be contacted.

If unforseen events such as illness or bereavement to a close relative prevents a child from attending school a note must be sent in explaining the reason upon the child’s return to school. The absentee note available on the school’s website will suffice. If this is a regular occurrence the school principal may ask for a doctor’s certificate. Parents who wish to take their child/children out of school for one day or greater must fill in the Exemption form available on the Newsletters & Publications – Forms section of our school website.

I will give a few examples in the hope of clarifying the situation.

1. A child has a doctor’s appointment and will not be at school. This is a planned event however medical appointments do not constitute leave and a simple absentee note will do.

2. Jack needs to go to Sydney to play basketball in an Archdiocesan team. No absentee note is required as this is a school supported activity as are excursions, concerts etc.

3. Mary’s parents want to spend a long weekend down the coast and she will miss the Monday at school. As this is a foreseen event her parents will need to apply for exemption.

4. Peter’s grandfather died overnight and the family rushed to Sydney. As this was unforseen an absentee not will do. When Peter’s grandfather’s funeral is held a week later and Peter has been back to school his parent’s would not have to apply for an exemption as this was still part of the unforseen event. Again an absentee note would do.

On the class roll any child who has had leave approved will be recorded as on leave rather than absent. This legal documentation is always inspected at school registration and is subject to random inspections. It is also often called upon by the Courts in family disputes.

If you need further clarification please contact me at school.

God Bless

Michael Philpot
Principal