

## Student Role

- always attend school when the school is open for instruction.
  - arrive at school and attend all classes on time.
  - remain on the school premises during school day unless they have the permission from both their parent/carer and the school administration to leave.
- work cooperatively with the school and be actively involved in improving their attendance.

## Parent/Carer Role

- ensure their child attends school at all times when the school is open for instruction (see School Education Act, 1999).
- promote and provide organisational support to their child to allow them to attend school and participate on all designated school days.
- ensure their child is on time for school each day.
- notify the school on the first day of their child's absence.
- notify the school in advance if an absence is planned.
- Contact and seek authorisation from Principal for any vacation leave to be taken during the school term via email, by phone or in person.
- work cooperatively and collaboratively with the school to develop and implement improvement strategies when their child's attendance has been inconsistent due to reasons deemed unsatisfactory by the school.
- work cooperatively with the school to support their child when returning to school after prolonged absences.
- ensure the school has correct and up to date contact details.

## Responsibilities