ROSANNA
PRIMARY SCHOOL

Attendance
Information

Attendance Requirements

Going to school every day is the single most important part of your child's education, they learn new things every day – missing school puts them behind.

Notifying the school of your child's absence either prior to, or on the day that they will be away, helps ensure the safety and wellbeing of children and will fulfil your legal responsibility. This can be quickly completed by logging onto Compass, ringing the office or writing an email to the school or classroom teacher. See the information below regarding how to submit this through compass as well as the following page to find out more about the different reasons for absences.

Entering an Attendance Note

1 From the Compass home screen (or from your student's profile), click the Add Attendance Note item.

2 From the pop-up window
- Select the reason
- Enter a brief description of the absence
- Select the start and finish time
- Click the 'Save' button

Reasons for Student Absences

Description	Examples of Types of Absences
Medical/illness	• Student is at home with a cold or is unwell with COVID-19. • Student has been sent home from school unwell. • Student has been injured during class and is sent home. • Student is in hospital
Medical appointment	• Student attending an appointment with a doctor or medical specialist. • Student has a dental appointment. • Student has a speech therapy appointment.
Truancy	• Parent is aware of absence but does not approve. • Parent does not know about the absence and believes the student went to school, but they went elsewhere. Please note: 'Refusal' is different to 'Truancy'. At times students may feel anxious, and refuse to attend school. The parent should contact the school to address the underlying issue preventing that student from attending full time. For example, the student may suffer from depression, or anxiety. An absence due to refusal is required to be approved by the Principal, please contact the school in order for this absence to be noted as refusal.
Bereavement	• Student is attending a funeral. • Student is away due to the death of a friend or family member.
Parent choice	The parent has provided a reason for absence (e.g., shopping, visiting friends), but the school does not consider this a reasonable excuse for non-attendance, such as: • Parent is concerned about COVID exposure at school and decides to keep the student at home. • Approval has not been sought in advance or accordance with school policy. • Conditions of approval have not been met (e.g., Student Absence Learning Plan for a family holiday not completed).
Family holiday	The parent has notified the school, agreed to a Student Absence Learning Plan, and the principal has agreed. For example: • Student is travelling with their family to see parts of the UK. • Student is visiting relatives in India with their family. If this process is not followed, record under Parent Choice.
Religion/Cultural observance	The student is not attending school due to religious or cultural observance.

If you have any questions, please feel free to contact the office.