SECTION I - ATTENDANCE

UPDATED BY GC IN DECEMBER 2013. NEXT UPDATE DUE 2015.

It is a priority that parents are committed to their child’s regular attendance at school. At Mansfield Rudolf Steiner School we aim to bring continuity to lessons from day to day and from week to week and difficulties result for the child and the class when children are absent from school. We ask that children do not begin holidays before the end of the school term nor return from holiday after the first day of the new term

ABSENTEEISM

1. Attendance is compulsory except in the case of sickness or special circumstances with prior approval of the class teacher.
2. Participation in excursions, camps, sporting events, school festivals and performances are considered part of the curriculum and are not optional.
3. If a child will not be attending school, the parent is should ring the school or send a note before 9.00am on the first day of absence.
4. When a student has been absent for three days and the reason for absence is unexplained, the class teacher will contact the student’s parents.
5. In the event of this situation continuing, the Principal or Deputy Principal will meet with the parents to present the school’s position and to mediate in rectifying the situation.

ROLLS

1. Attendance will be checked in all classes at least twice per day, using daily roll sheet
2. Reasons for absences must be listed where known.
3. Late arrivals or early departures must be noted.
4. The information from the daily roll sheet will be transferred to School Pro software for long term storage and analysis.
5. An attendance report will be considered once a month by the school leadership team to monitor poor attendance to ensure follow up if required.

NOTIFICATION OF EXTENDED ABSENCE

1. A class teacher should notify the office of any extended absences from class, whether because of illness, holidays, student exchanges, or other reasons.
2. When absence due to holidays or illness is for more than five weeks in any one term, then fees may be credited on a pro-rata basis and a holding fee of 10% of normal fees per week charged in order to hold a place in the class.

NOTIFICATION OF STUDENT LEAVING

1. If a student is withdrawn from the school one term’s written notice must be given to the office beforehand. In the absence of such notice one term’s fees will be payable. If a teacher receives verbal notification of withdrawal of a student, this information must be given to the office immediately.
2. It is school policy that an exit questionnaire is given to the parents of all students who leave the school. A personal interview will also be offered.

SCHOOL HOURS

1. Children need to be under supervision when on School property. The School will have staff to do this between 8:30am and 4:00pm weekdays during School term. Children should not be on the premises outside these hours unless accompanied by an adult.

2. Early Childhood hours:
   i. Playgroups  10AM – 12Noon
   ii. Morning Star  10AM – 12Noon
   iii. Rosa Mundi  8:30AM – 1:00PM
   iv. Prep  9AM – 3:15PM

3. School hours:

   9.00 -11.00  Main Lesson
   11.00-11.30  Morning Tea
   11.30-12.45  Practice Lesson
   12.45-1.30  Lunch
   1.30-3.20  Afternoon Lessons