

# Absence & Attendance

Please advise us by phone or note when your child is absent from school for any reason. We need this information for our official records of attendance.

Notes can be written in the student diary or on notepaper. Prompt explanations of absences enable us to safeguard against truancy and the possible spread of infectious diseases.

Please ask at the front desk if you need an exemption form for your child if you are going on a family holiday.

Please do not send your child to school if he/she is unwell. We do not have the facilities to care for sick children for any length of time.



## Admissions

Students are admitted to Lenswood School on the day they turn five so long as they have had a full year at Kindergarten. Liaison with the local kindergarten would normally occur before children being enrolled so that transition can be arranged and any special considerations discussed.

DECD has a detailed Admission and Transition policy.

Children are not legally required to attend school until they are six years old and they cannot be enrolled before they are five.



## Accidents and Sickness

All staff are required to undergo basic first aid training every three years. Our School Services Officers (SSO) provide treatment for minor mishaps and if children become ill at school, staff will decide on the best course of action. Normally, if the child is too ill to stay in class, you will be contacted and asked to collect him or her.

### ***If a serious accident occurs:***

- \* a staff member will remain with the student
- \* appropriate assistance will be summoned
- \* medical treatment deemed necessary will be obtained
- \* parent or emergency contact will be notified
- \* ambulance costs will be paid by DECD if private health cover is not held by the family
- \* follow-up will be attended to by the principal.

