Attendance Policy

Purpose:
Fintona has the belief that regular attendance at School provides students with the greatest opportunity for maximising their learning and achieving the best possible outcome from their education. We also accept that from time to time, students are absent because of illness, necessary appointments and emergencies. Term dates are provided during the previous year and the School's annual calendar is published as early as is practical, so that families can make holiday and other arrangements during designated holiday periods.

Policy:
Any parents or guardians of students wishing to take time away from school outside designated holiday periods should take note of the following:

- All requests for time away from school outside of designated holidays must be in writing to the Principal and should be made well in advance. All students have approximately twelve weeks holiday in the course of the academic year. If students take holidays as well as those at designated times, they miss important classes and it is difficult for the students themselves and staff to catch up missed work. Students who are away also miss events and activities that contribute to their overall learning.

- All medical, dental and other necessary appointments should be scheduled for holiday periods or before or after school where possible to minimise disruption for students.

- If students have to attend an appointment during school time, they must sign in and out at Student Services or the Junior School Office and provide a note either to the Tutor/Class Teacher or hand it to Students Services with 24 hours of the absence.

- If students are absent due to illness, they must also provide a note within 24 hours of returning to school to either their Tutor/Class Teacher or Student Services/Junior School Office. Parents and guardians are reminded that when a student is ill or absent, a phone call should be made, letting Student Services know and thus, the School know.