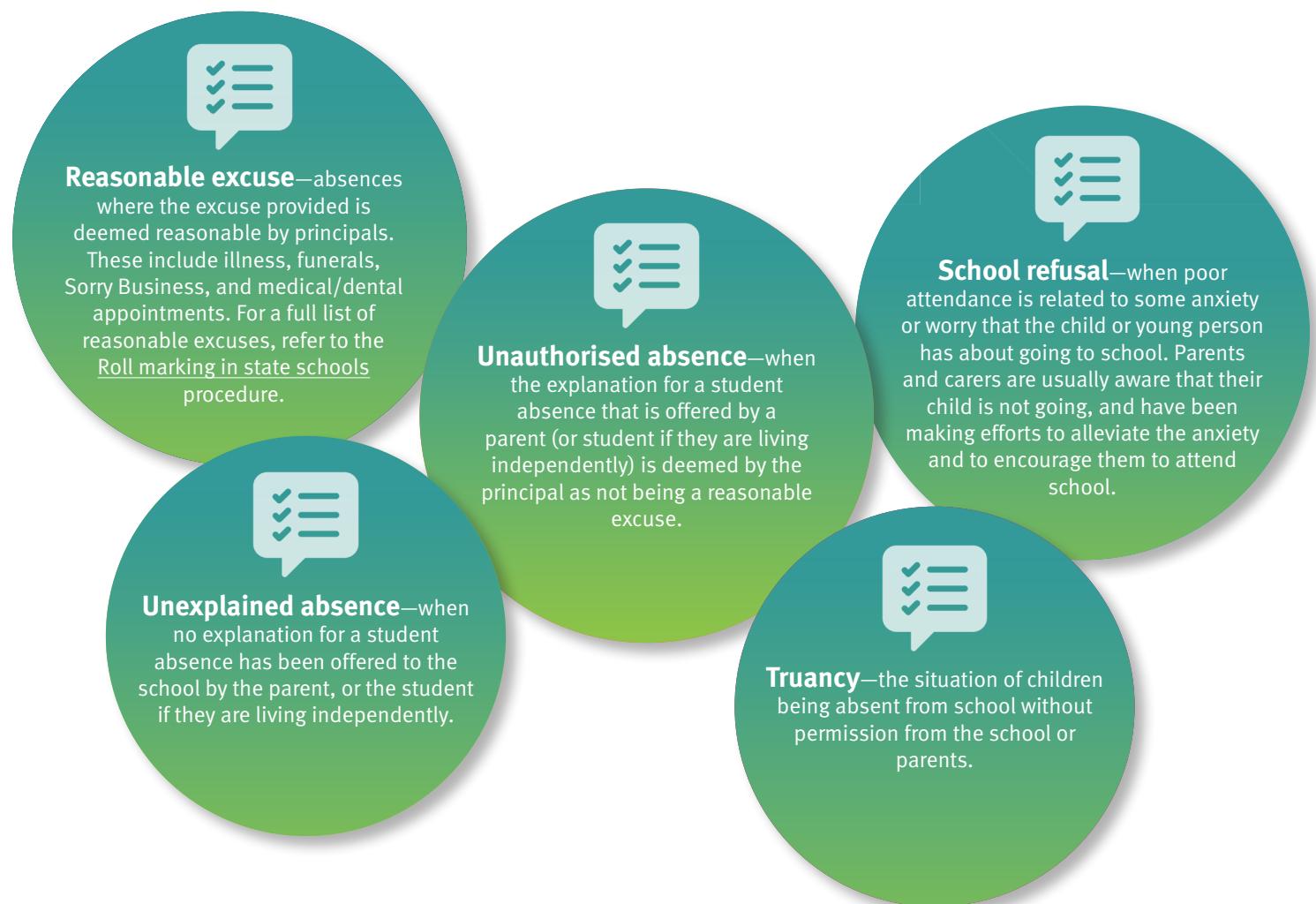
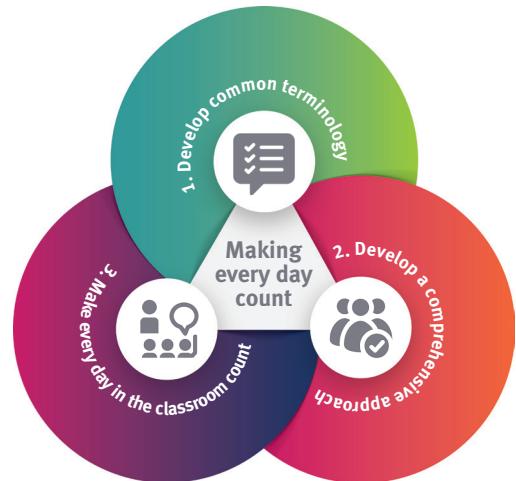


Making every day count

Fact sheet: Common terminology and definitions

Schools have a responsibility to help parents understand the language of attendance, including terms used by school staff with students to communicate attendance expectations. This will assist parents to discuss any attendance issues with their child at home and to effectively communicate with the school using a common language.

The common terms used to describe student absences are defined below:



Points to consider

- Does the school talk to students and parents about reasonable and unreasonable excuses for being absent?
- Are absences talked about in terms that students and parents can easily understand? For example, ‘missing one day each week means that you miss out on about two weeks of lessons each term’.
- Is there information about the attendance policy in the school’s handbook and in information for new parents?
- Are staff, parents and students involved in the development of the school’s attendance policy?
- Does the school have an attendance target and is progress towards that target reported on websites and newsletters?
- Does the school encourage open dialogue with staff, students, parents and the community to identify potential improvements and new ideas?

