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ATTENDANCE POLICY

CORE ATTENDANCE GOALS

The core attendance goals of FNQ Dance Academy include:

- A school culture that aims towards 100% attendance
- Every student absence explained
- Every student absence occurring for an acceptable reason
- Early intervention and action where absences are becoming habitual or affecting learning

FNQ Dance Academy values balance, along with efficient and effective time management. Therefore acceptable reasons for infrequent absences may include:

- Important milestone family events
- 'One off' school, or extracurricular events, e.g. school subject selection nights, performances, camps
- Urgent extra school work load, e.g. assignments, and block exams. This applies mainly to the senior school, and where possible, effective time management of school assignments and study is strongly encouraged to avoid class absences. Forward planning is a vital life skill, and students are expected to plan ahead and prioritize 'core' syllabus classes (Ballet, Modern and Tap) and Troupe Rehearsals over 'open' classes such as Comp Jazz, Contemporary, Acro, Musical Theatre and Hip Hop
- Transportation issues

RESPONSIBILITIES

Parents and Carers are responsible for:

1. Ensuring their child attends enrolled classes regularly
2. Promptly explaining the absences of their child from class
3. Taking measures to resolve attendance issues involving their child

Students are responsible for:

1. Students of an appropriate age (approx. 8-10yrs and above) are expected to verbally notify their class teacher of any known upcoming non-attendances. This is especially applicable to syllabus classes (RAD Ballet, Modern and Tap Syllabus classes) and troupe rehearsals. This is in addition to the parent/carer notification of non-attendance and displays personal autonomy and respect on the student's behalf.

Notification:

The preferred method of notification of a non-attendance is via email prior to the commencement of the class to: admin@fnqdanceacademy.com.au

Secondarily, in a more urgent time frame (e.g. unexpected illnesses, injuries, or events) please phone us to notify of non-attendance.

The Director is responsible for:

1. Ensuring frequent absences are followed up with parents and carers, through email, and where applicable through phone calls. Confirming that parents are aware when a student has missed class, and ensuring the chain of care is accurate and communication pathway clear.
2. Where applicable, providing clear information regarding the consequences of infrequent attendance

Teachers and Administration staff at FNQDA must:

1. Ensure the class roll is accurately marked and submitted for each class, via hard copy or electronically
2. Following every unexplained non-attendance, contact parents and carers requesting verbal or email confirmation/explanation of the non-attendance.