

Parent Group Attendance Policy and Procedure

Purpose:	To outline the expectations of The School of Total Education's attendance and participation by our school students parents in the Parent Groups.	
Scope:	The School of Total Education's School Governing Council, staff, including students and parents.	
Status:	Approved	Supersedes: Parent Group Attendance 19/4/2021
Authorised by:	Board Chair	Date of Authorisation: 25/10/2021
Review Date:	Biennially	Next Review Date: 25/10/2023
Policy Owner:	School Governing Body	

Outline

This policy outlines the procedure that monitors the attendance of Parents at Parents Groups and describes the follow up for non-attendance.

Introduction

From “Total Education the Urgent Need” by Vijayadev Yogendra Founder of the School of Total Education.

“A condition of enrolment is that both parents attend a weekly meeting to discuss the child’s progress and problems to find a common approach that will benefit the child and provide the opportunity for parents to share the experience they have in raising their children”.

Meetings

The following is an extract from the Parents Handbook.

“As was explained in the enrolment interviews with the Principal, an on-going commitment to attend the Parents’ Program is a condition of enrolment for all parents. Apologies for absences should be referred to the School Office by 3.00pm on the day of the proposed meeting. If parents cannot attend for a number of weeks due to illness or other circumstances, the Group Leader should also be advised. Parents with children below school age can arrange to attend Parents Groups on a rotational basis after discussing arrangements with their Group Leader.

Parents who miss two consecutive weeks without explanation or prior arrangement will be sent an email asking for explanation. Continued absences without explanation would be viewed as a breach of the enrolment agreement. If three (3) consecutive meetings are missed without satisfactory explanation, the termination of enrolment may follow at the discretion of the school principal if a parent is showing an inconsistent pattern of attendance without apology or a satisfactory reason.

Attendance Rolls Procedure

- Attendance is compulsory and in the case of a couple, both Parents should attend each meeting
- Parents should let the School Office know by 3:00pm on the day of the meeting if they are unable to attend. If the Office is unattended please leave a message and the apology will be noted. The Office will mark the apology on the roll and note the

reason for the absence, particularly if the parent indicates an absence a more than one week.

- Parent Group Leaders mark the rolls every meeting noting attendance, non-attendance or apologies.
- The School Office staff will check the Parent Group rolls the following week (by Tuesday) and note non-attendance on a master list of all parents.
- Parents who have missed two consecutive weeks without apology will be sent an email reminder about their non-attendance seeking an explanation for the absences. This master list will be updated regularly.
- If a parent misses three consecutive weeks without apology a letter will be sent by the Principal asking parents to come in for an interview.
- If a satisfactory agreement cannot be reached the termination enrolment may follow, at the discretion of the principal.