

Attendance Policy

1.0 Rationale

Regular attendance enables students to build upon their knowledge and skills every day. Students who miss out on basic skills and knowledge may experience difficulties later on due to gaps in their learning. Regular attendance helps students to develop confidence in areas such as social skills, organisation and teamwork.

2.0 Department Policy

The Department of Education monitors the attendance of all students enrolled at schools, identifies students with attendance issues and implements appropriate measures to restore *regular* attendance.

School responsibilities:

- Mark the attendance of all enrolled students in a timely manner.
- Maintain accurate attendance records.
- Support the *regular* attendance of all enrolled students. *Regular* attendance is deemed to be 90% or above (this means being absent no more than once a fortnight). Below 90% is deemed to be at risk.
- Timely communication with parents for any attendance related issues and concerns (refer 4.2)

Student responsibilities:

- Attend all timetabled classes on time.
- Notify a staff member if they are not able to attend a timetabled class.

Parent/carer responsibilities:

- Under Western Australian law (School Education Act 1999), parents/carers must send their child to school unless their child; is genuinely unwell, has an infectious disease and/or the Principal is provided with a genuine and acceptable reason.
- Explain any absence within three days of the start of the absence (refer 4.3)

3.0 Marking Class Attendance

All staff will promptly mark class attendance at the start of each period. This will be done via SEQTA (refer Staff Handbook).

3.1 Regular Attendance

- Regular attendance is the key to academic achievement. The Education Act requires that compulsory aged students attend school, or participate in an educational program. Education is compulsory to the end of the year in which a student turns 17.
- Students with improved and regular excellent attendance will be acknowledged with certificates and reward activities.

4.0 Absences

A student may be absent from school due to temporary ill health or “any other reasonable cause” such as significant family commitments (bereavement/religious). It is not acceptable to be absent due to birthdays and shopping trips for example. It is expected all students attend college on days where there are sporting carnivals and other special days.

4.1 Absence Categories

Student absences usually fit into the following reasons:

Authorised Absences

- Illness, injury and/or mental health concerns - A doctor’s certificate or formal diagnosis may be required. This is deemed reasonable.
- Specified appointments and emergencies (pending authorisation of Student Services).
- Behavioural Consequences - Home withdrawals and suspensions.

Unauthorised Absences

- Truancy - Where a student is absent from class(es) without parent/carer authorisation and/or the school's knowledge.
- School refusal – Where a student does not want to attend college even though parent/carer has tried.
- Parent/carer chooses to withdraw child - A student does not attend school with parent/carer permission eg birthdays and family events.
- Holidays taken during the Term without permission from the Principal.

4.2 Communication to Parents/Carers about Absences

- SMS Alert - An SMS alert will automatically be sent to parent/carer's mobile phone advising them if their child has not attended (has not signed in by 9.10 am).
- Weekly Absences - The college will send out a letter to parents/carers giving the details of any unexplained absences on a weekly basis.
- Attendance letters – The college will send letters to the parents/carers of any student whose child's attendance rate is under 90%.

4.3 Explaining Absences

- When absences occur, they must be explained within three days of the start of the absence. Information supplied should include the students name, year, actual dates of absence and the reason.
- Parent/carers can explain absences by; responding to the SMS message, email, via the college website, signed note with the students when they return to school or via a phone conversation with a staff member.

4.4 Providing Work for Absences

- It is a student's responsibility to catch up on any missed work or assessments due to absences (refer Assessment and Reporting Policy).
- The college is not required to provide any work for students who miss school days due to holidays (as per Department guidelines).

5.0 Lateness

All staff will promptly mark class attendance at the start of each period (refer 3.0). If a student arrives to class 5 minutes after the class has started, the student will be regarded as late.

5.1 Lateness to School

- 8:15 am - Students can enter college grounds.
- 8:35 am - A movement bell will sound, to ensure all students move to their Period 1 class, ready for 8:40 am.
- 8:40 am - All external gates will be locked, except for the gates outside of Student Services. Students who arrive after 8:40 am are to sign in at Student Services as soon as they arrive.
- 9:00 am - The Student Services gate will be locked. Any student signing in after 9:00 am will need to enter the college via Front Administration.
- If a student arrives after Period 1, it will be recorded as a half day absence.

5.2 Lateness to Class

- Any student who arrives 5 minutes after the movement bell will be deemed as late.
- Any student who is late to class will need to have a note from a staff member to explain why they are late. This includes coming late to school (refer 4.0).

6.0 Truancy

- A student who is absent from class without a staff member's authorisation will be regarded as truanting.
- Any student who truants will be required to make the missed time, at the discretion of Student Services.
- Students who truant once may lose *Good Standing* (refer Good Standing Policy 2.2)

7.0 Leave Passes

If a student needs to leave college grounds during the day a Leave Pass is required.

- Students leaving grounds during the day need to do so through Student Services.
- Parents/carers collecting their child must collect them via Front Administration.
- Parents/carers can organise a Leave Pass in advance by emailing, phoning or sending a note with the details of the appointment to either Student Services or Administration, who will then issue the pass.
- If a student is returning to the college before 2:50 pm, they will need to enter the college via the Front Administration.

8.0 Illness or Injury Whilst at the College

- Students who become ill, or are injured while at college should report to Student Services. The student will be assessed and, where necessary, parent/carer phoned and arrangements made for the student to be picked up.
- Students are not to personally ring and make arrangements to be picked up, as it is important that an ill or injured student is supervised until they are picked up.

9.0 Accessing Help for Attendance Concerns

- The Access Teacher will contact parents/carers when a student's attendance percentage drops below 90% to discuss any support that may be required. They are a good first port of call for most issues and concerns.
- Student Services will also work with families if a student's attendance drops below 80%. They work with families to resolve issues and where applicable, access appropriate support.

10.0 Related Documents

Category	Document Title
Related Department Policies	Student Attendance in Public Schools Procedures Policy
	School Education Act 1999
	Student Attendance Toolkit

11.0 History of Changes

Effective	Last Updated	Policy Version	Notes
26/09/19		1	