



Attendance Policy

Ratified By: Board	2018
Review Date:	2020

POLICY

Golden Hill Steiner School Attendance Policy seeks to ensure government legislation requirements are followed in relation to student attendance at school.

PURPOSE

Regular school attendance enables students to maximise their full potential to actively participate and engage in their learning. While student attendance is a legal obligation of a parent or carer, the school works in partnership to provide active support for full student attendance and retention.

This policy defines the procedures to be followed to achieve the purpose stated above.

RELEVANT LEGISLATION

School Education Act 1999, Western Australia, Sections 22-28 (the Act)
School Education Regulations 2000 – Part 2

DEFINITIONS

Carer: any adult person, not being a parent, who is responsible for the child (The Act , Division 2, Section 16 (II))

PROCEDURES

RESPONSIBILITIES

Principal

Although all school staff are vital in supporting regular student attendance, the Principal is specifically responsible under the Act for:

- the accurate recording and rigorous monitoring of the attendance of all students;
- identifying students with attendance issues; and
- implementing appropriate strategies to restore regular attendance.

Staff

Staff will follow the procedures outlined below for recording and managing attendance, lateness and absences.

Parents or Carers

Parents or Carers will ensure their children attend school as required by law. They will provide adequate notice of any planned absences and timely notice for any unplanned absence such as sickness. Parents are asked to comply with the policy and procedures outlined in this document.

Students

Students are asked to comply with the policy and procedures outlined in this document.

STUDENT ATTENDANCE

School Day Attendance

School hours are published in the student handbook and on the school's website.

Parents / Carers are asked to ensure that their children arrive at school in time to start the school day but no more than thirty minutes before the commencement of the school day.

Co-curricular Attendance

Students will be asked to participate in compulsory school activities out of usual school time in some areas of the curriculum such as camps, excursions, festivals, performance arts, rehearsals and school open days. On the few occasions when this is required, students and parents will be given adequate notice and will only be asked out of educational necessity.

RECORDING ATTENDANCE

Schools must record daily attendance for all enrolled students in accordance with the Act (Section 28). Accurate record-keeping of attendance is vital in satisfying duty of care requirements and in generating useful attendance data.

Registers are legal documents and must be kept accurately by the class teacher. Student attendance is to be checked twice daily, before 9am and at 1.30pm.

Parents are asked to write a note, email, text or verbally explain the reasons for their child's absence. This can be provided to the teacher or school reception. Teachers should note these down in their attendance register with the help of a simple code. Teachers, please see front of attendance registers for further instructions.

ABSENCE FROM SCHOOL

All student absences must be accounted for by parents/carers either by phone, SMS, email or letter. If necessary administration staff will follow up with student absences by no later than 10.30am. If parents cannot be reached the absence will be marked as unexplained.

If a student is absent for two consecutive days without an explanation the parent/carer will be contacted by the administration staff before 10.30am on the third day to find out the reason for the student's absence.

Parents are asked to contact the administration staff if the child is absent (for example with a cold) and they are unsure of the return date. In the absence of parent contact, the administration staff will SMS or call the parent normally before 10.30am. When a child returns to class after absenteeism, parents are asked to provide the teacher with reasons for the absence.

Planned Absence during the School Day

If a student needs to leave school during school hours, their parent/carer must sign them out at the school office before leaving the school premises. If students are not returning for the rest of

the day this must be indicated in the communication by the parent/carer to their class teacher or front office before leaving the school premises.

Record keeping for Absences

Notes must be dated. In the absence of a date, the teacher will notate on the letter the precise date received.

All notes and doctor's certificates will be kept by class teachers in a n envelope and provided to the school reception with the school register for the class at the end of each year. The retention of student attendance records is consistent with the School Education Regulations 2000.

Reasons for Absence

Sickness, medical appointments and difficult family problems are generally understood to be acceptable reasons for absences. Parents who wish to withdraw their child for other reasons should speak to the Class Teacher or Principal in advance. For longer absences (e.g. overseas trips, the parent/carer should notify the school. The school cannot give permission for such absences. It is the parents responsibility to understand their responsibilities under the Act.

In cases where extended leave is taken, the teacher may set work for the child, but this is not an obligation.

Follow Up from Absences

Incomplete work because of absences will be dealt with on a case by case basis with the respective teacher.

LATENESS

Students late to school are to report to the reception area to obtain a late slip. An office staff member will record arrival time and fill in a late slip to be given to the teacher by the student and the roll is adjusted.

Parents of persistently late school students will be contacted by the class teacher, or in the event of continued lateness, the Principal. It is essential to have all pupils attend school when open for instruction to maximize learning and to comply with the School Education Act 1999 and School Education Regulations 2000.

IRREGULAR ATTENDANCE

Students with attendance rates that fall below 90% will be case managed to improve their attendance rate. This will involve the parent/carer working together with teacher and Principal to ensure the student is able to restore regular attendance. In cases of attendance rates below 70%, referral to the Retention and participation Officer for the region could occur.