



# ST PAUL'S SCHOOL

## STUDENT ATTENDANCE POLICY

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Created:2017

### Rationale

It is widely recognised that students need to attend school on a regular basis to gain the maximum benefit from schooling in order to optimise their life opportunities. It is also widely recognised that attendance problems are best managed by early identification and intervention.

The School Education Act 1999 and the School Education Regulations 2000 requires compulsory aged students to attend school on the days on which the school is open for instruction unless an arrangement in writing has been entered into with the Parents/Carers. (The Government's State Law Publisher website is: [www.slp.wa.gov.au](http://www.slp.wa.gov.au)).

The School is responsible for accurately recording and monitoring the attendance of all students and for implementing strategies to restore attendance if there are any issues. The attendance information that is held at the school forms part of our reporting process to both the State and Federal Governments.

1. The likelihood of successful learning is strongly linked to regular attendance and appropriate participation in educational programmes.
2. Non-attendance at school can occur for a range of reasons including sickness, family reasons or truancy.
3. Early intervention for students at risk developing irregular patterns of attendance is crucial so that patterns can be reversed. Indications of risk include frequent lateness, missing lessons, learning difficulties, social or emotional issues, illness or family issues.
4. Parents are required to contact the School about reasons for an explained absence.
5. Students are required as a condition of enrolment to attend all School major events (eg Sports Carnivals, excursions) as well as academic activities associated with a Year group (Retreats, NAPLAN).
6. Teachers are not required to provide work for students on holidays during term time.

### PROCEDURES

#### **Explained Absence**

It is a legal requirement that any absences must be covered by a written explanation from the student's parent or carer via email or the school app. Please email the Administration Office or the class teacher at [admin@stpaulsmtl.wa.edu.au](mailto:admin@stpaulsmtl.wa.edu.au) or complete an absence form on the school website before 9.00am on the day of the absence with the following information:

- Name of student's
- Year Group
- Reason for absence
- Your name and relationship to the student

Students needing to leave the school early must be signed out at reception by the student's parent or carer. The sign-out must be sighted by the Office Administrator prior to leaving the school.

Students/families who arrive late must sign in at the school administration.

### **Unexplained Absence**

This is when a child is not present at morning roll call, and no notification of absence has been received either by Administration or the class teacher from the parent/guardian. In this instance, the following will take place:

1. An SMS will be sent by the administration team, at 9.30am, once rolls are completed at the start of the day by the class teacher.
2. If no response is received by Administration within a 30 minute period, a follow up phone call will be made to confirm your child's absence.

### **Noted Leave – (Unapproved Leave)**

This is an absence that is deemed to be taken at the discretion of the family (e.g. holidays), thus there is a choice in the matter. Parents therefore are required to take responsibility for the consequences of this absence. The timetable, learning programme and assessments will proceed as normal. Teachers may or may not be in a position to make arrangements to allow a student to meet assessment requirements required for reporting. This is especially critical prior to holiday breaks.

Teachers are not required to undertake additional workloads by allowing catch up assessments when children are on holidays during term time. The child will be unable to be assessed on that particular outcome at that time.

If you are taking noted leave a written letter/email must be completed and sent to Administration for the Principal's attention. Please note, this is not to be handed to the class teacher.

Families in this situation are required to give staff as much prior warning as possible.

### **Accepted Leave – (Approved Leave)**

This is leave sanctioned by the Principal for any student who is representing the School, State or nation at an approved academic, sporting or cultural event. It is the responsibility of the student's family to apply for this leave prior to the absence.

### **Sickness and Injury - (Approved Leave)**

When there is a possibility of extended absence (more than one week) the family should also liaise with the Teacher who will assist in ensuring the absent student has access to as much of his/her normal work as possible. Teachers will support the student's ongoing education and to minimise the impact of the absence on the students results. A medical certificate must be supplied on the students return if the absence is more than 3 days.

### **Lateness**

It is the parent's responsibility to ensure that all students arrive at school on time. School commences each morning for PP – Year 6 at 8.45am and finishes at 3.10pm. 4 Year Old Kindergarten and 3 Year Old Kindergarten commence at 9.00am and finish at 2.45pm.

Students/Families who arrive after 8.45am must report to Reception and sign their child in late. The late pass will be issued to their class teacher by Administration.

Persistent lateness for unsatisfactory reasons or without a valid reason will result in a 'Letter of Concern'. It is important for students to arrive at class on time. Teachers keep records of students who arrive late to their class and may impose appropriate consequences. Repeated lateness will be viewed as a serious issue and

referred to the Principal. No student will be admitted late to any class without their parent/carer having signed the late register. No student is permitted to leave class without a note or prior permission from the office.

### **Students at Risk**

Students who fall below a 90% attendance (10 days, or 20 half days in one semester) are deemed to be at risk. If there is not a valid reason for this attendance rate, a case management process involving the parents will be used to encourage the student to attend school more regularly.