

Attendance Guidelines and Procedures

Created: 2022
Updated: 2024

PRINCIPLES

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).

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

St Joseph's Boulder will follow CEWA's **Student Attendance Directives**.

It is a legal requirement that any absences must be covered by a written explanation from the student's parent or carer. The signed note, or email from a parent email address we have on our records, must include the student's name, their year group, the date of the absence and a reason. This should be provided to the school within three days of the absence.

On the day of the absence, a phone call to the school office or notification through the school website absentee portal, should be made to advise us the student will be away.

Students needing to leave the school early must be signed out at reception by the student's parent or carer. They will then receive a paper slip to give to the class teacher prior to leaving the school.

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

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 5 days.

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.

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. Whilst we recognise that time spent as a family on holiday is important, we ask that parents do their best to ensure this does not happen during term time, due to the educational and social impact it has on students.

Parents 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. 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.

Lateness to School

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 8.35am and finishes at 3.00pm. Kindergarten begins at 8.45am and finishes at 2.45pm. Students/Families who arrive after the class start time must report to the office and sign their child in late. A late sticker will be issued which must be given to their class teacher. No student is permitted to be picked up early without a sign-out sticker from the office. It is important for students to arrive at class on time. Repeated lateness will be viewed as a serious issue and referred to the Principal.

Students at Risk

Students who fall below a 90% attendance (the equivalent of 5 days per term) are deemed to be at risk. Attendance is closely monitored by the school and, once per term, the principal will send a letter to parents of children who have less than 90% attendance, in order to bring the parents' attention to the matter. These letters will be sent even if the school has received an explanation for the absences. If the school has concerns about the reasons for an attendance rate of less than 90%, a case management process involving the parents may be used to encourage the student to attend school more regularly. The school will provide whatever support it can in order to improve student attendance.

Student Non-Attendance Flow Chart

