

STUDENT ATTENDANCE POLICY

Strategic Direction	LEARNING	ENGAGEMENT	ACCOUNTABILITY	DISCIPLESHIP
QCS	Education	Community	Stewardship	Catholic Identity

Developed 2018

OUR LADY OF MERCY PRIMARY SCHOOL STUDENT ATTENDANCE POLICY

Created:2018

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).

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. Parents are requested to send an email to the Administration Office at admin@olom.wa.edu.au or phone the school before 9.00am on the day of the absence with the following information:

- Name of student's
- Year Group
- Reason for absence
- Parent 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 classroom teacher prior to leaving the school.

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

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, Attachment 'A' – 'Student Absence Advice Form', must be completed and handed to Administration for the Principal's attention. Please note, this form is not to be handed to the class teacher.

Families in this situation are required to give staff as much 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 Kindy – Year 6 at 8.30am and finishes at 2.50pm. Students/Families who arrive after 8.40am must report to Reception and sign their child in late. A late slip will be issued which must be given to their class teacher. If your child is not at school by 10.00am a text message from Administration will be sent to you requesting a reason as to why.

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 a note. No student is permitted to leave class without a note or sign-out pass 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.

STUDENT ABSENCE ADVISE FORM (Absence due to Family Holiday)

Please note:

1. School is compulsory for all students and a legal requirement for all parents so the School discourages families from withdrawing students for the purpose of a holiday.

2. Parents are expected to have read the School's "Student Attendance Policy" and its consequences.

3. Parents are expected to complete this form for leave longer than two (2) days. If possible, the form needs to be sent to the Principal at least three (3) weeks prior to the absence.

Reason for Absence: _____

Dates will not be attending school. From _____ **to** _____

Name of Student: _____ **Class:** _____

I am aware of the contents of the Schools "Student Attendance Policy" and its consequences. I am also aware that this correspondence needs to be directed to "The Principal".

Signed: _____ **Date:** _____

Name of Parent / Guardian / Carer

STUDENT ABSENCE ADVISE FORM (Absence Due to Illness)

(Please note that it is a legal requirement that the school receives written notification of a student's absence due to illness and that this note is signed by either the Parent or Legal Guardian.)

Student Name: _____

Date(s) of Absence: _____ to _____ inclusive

Year Group: _____

Reason for Absence:

Signed: _____

Date: _____

(Parent / Guardian)

