

Attendance Policy

Introduction

The School Education Act 1999 requires all enrolled children to attend school or participate in an educational program of the school. Principals are required to record and monitor children's attendance and develop appropriate strategies to restore attendance for children with persistent absence.

Scope and Application

This policy applies to all educators, parents and children of Child Side School. This policy will be reviewed and amended in accordance with Child Side School Policy on Policies and Policy Guidelines and Procedures Contents Schedule.

Please note the use of the word child/children in this policy refers to students in the context of the school environment.

Related Legislation/Guidelines

- School Education Act 1999 (WA)
- School Education Regulations 2000 (WA)
- Parental Support and Responsibility Act 2008 (WA)
- Public Health Act 2016
- Guide to the Registration Standards and Other Requirements for Non-Government Schools, January 2020

Related Policies

- Enrolment Policy
- Excursions Policy
- General Duty of Care Policy
- Guiding Children's Behaviour Policy
- Sickness and Accident Policy

Policy Statement

Each classroom educator is responsible for maintaining an attendance record for their class of children. The School Administration will provide the Record of Attendance roll to classroom educators at the beginning of each term and will collect the completed Record of Attendance roll from educators at the end of each term. The booklets will be stored in the lockable cabinet in the administration office at the completion of the school year.

It is also a government requirement for parents of all school aged children in the compulsory years of schooling (pre-primary+) to complete a written note explaining the reason for a child's absence on those specific dates. Parents are able to do this via the school communication app 'konnektive' or by seeking a paper absentee slip from the office and providing to the administration as soon as they return to school. Parents are also required to telephone in each morning, leaving a message or texting the relevant educator if a child is away and will be recorded in the attendance roll.

If, after making enquiries, the School Administrator either has received no explanation for a child's absence or is not satisfied that the explanation is genuine, the matter must be referred to the Attendance Officer at the Education District Office in Bunbury.

The school is required to participate in an annual 'Attendance Data Collection' through the Schools Service Point to the Department of Education and Training. The purpose of the data collection is to measure attendance rates for full-time children in years 1-10, by sex, by grade and by indigenous status over three quarters of the school year for all schools. The School Administrator needs to submit this data on behalf of the school at the two designated times in the year (August and October).

Appendices

Appendix 1	Attendance Procedure
Appendix 2	Absence Procedure
Appendix 3	Absentee Note Proforma

Version Management

[illegible]

Attendance Procedure

Procedures for Educators

- Childrens' attendance must be verified at least twice daily – at least once during the morning session and at least once during the afternoon session.
- Record absences by writing the letter 'a' in the appropriate column.
- When an absence has been recorded, and the child arrives later during the day place the letter 'l' above the letter 'a' in the appropriate column.
- When an absence has been recorded, the reason for the absence needs to be confirmed in writing(or verbally or electronically) by the parent or guardian.
- Do not record a child participating in a school-approved activity as being absent. The code to use in this instance is 'R'.
- To indicate the date on which a child enters the class after start of term, rule a line from the column representing the date immediately before the child's entry to the class.
- To indicate the date on which a child ceases to belong to the class, rule a line from the column representing the date immediately after the child's last day of attendance to the end of the column representing the last week of the term. Rule a line through the child's name and address.

Absentees

- If a child is absent for any reason, the class educator must be satisfied that the explanation given is genuine.
- Child Side has a procedure for parents to follow to give a written explanation from parents or guardians for days of absence.
- If a parent or guardian has not or is not able to provide a 'written' explanation the educator needs to follow up with the parent for a verbal explanation. If this has not been possible the educator needs to notify School Administrator so that Administrator can follow up.
- Parents are asked to phone, text **and** send a Konnective message to the school on the morning of a child's absence if they have not already notified the school in advance. If the school has not been notified a text will be sent to the family seeking an explanation for absence. The educator can mark the roll with 'ph', 't', 'k' above the 'a' marking.
- If a child has been away for more than two consecutive days and an explanation has not been received, the administrator will make further enquiries.

- If, after making enquiries, the administrator either has received no explanation for the child's absence or is not satisfied that the explanation is genuine, the matter must be referred to the Attendance Officer at the Education District Office in Bunbury.
- Written explanations and medical certificates relating to each Attendance Record are to be kept on file in the administration office and retained in the school for at least six months after the end of the school year to which the Attendance Record refers.

ABSENCE PROCEDURE

Regular and punctual attendance is a legal obligation for all children in the compulsory years (pre-primary and over), when absences occur:

Parents/guardians should:

- on the morning of absence phone or text the school **and** send a Konnective absence notification message explaining the reason for the absence.
- If unable to send a Konnective message, then as soon as the child returns provide a written note explaining the reason for the absence.

The school is required by law to:

- record the absence in the attendance roll,
- assess if the reason given for the absence is reasonable (in accordance with registration guidelines for Independent schools based on the Education Act), and
- follow set processes for unexplained or unreasonable absences which may have legal implications for the parent/guardian.

Date_____

Dear Karron,

_____ was absent from school on _____

Because

Regards

Date_____

Dear Karron,

_____ was absent from school on _____

Because

Regards

Date_____

Dear Karron,

_____ was absent from school on _____

Because

Regards
