

Attendance Policy

Introduction

Responsibility for a child's school attendance is shared between the school and the child's parents or guardians. Parents and guardians are legally required to ensure their child attends school every day it is open for instruction. If a child is absent, they must provide a reason that is acceptable to the school, in line with the school's Attendance Policy. (See Appendix 5 – Legislation and Other Requirements for specific references.)

Child Side Playgroup and School (CSS) has a broad duty in managing attendance. This includes recording daily attendance, monitoring patterns, and addressing absenteeism from both an educational and duty of care perspective. CSS must also comply with legal obligations under the Registration Standards for Non-Government Schools, public health directives, and State and Commonwealth funding requirements. These responsibilities apply equally to students learning online and those attending in person.

CSS promotes approaches that focus on building student, family, school and community resilience and student wellbeing, and the promotion of protective factors. These approaches also consider implementation of strategies to prevent poor attendance and the provision of support or interventions for those students who are not attending school.

Scope and Application

This policy applies to all educators (including relief, practicum and work experience students), School Administration, parents/guardians and children of Child Side Playgroup and School (CSS).

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

The use of the word Educator/Educators in this policy refers to registered teachers 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 (WA)
- Public Health Regulations 2017
- Students Whose whereabouts Are Unknown Guidelines (DEWA)
- Guide to the Registration Standards and Other Requirements for Non-Government Schools, January 2020
- Privacy Act 1988 (Cth)
- Australian Privacy Principals
- Notifiable Data Breach Scheme (NDBS)
- AIS Privacy Compliance Manual
- Australian Society of Archivists Retention Schedule

Related Policies/Guidelines/Documents

- CSS Diverse Needs Policy
- CSS Enrolment Policy
- CSS Excursions Policy
- CSS General Duty of Care Policy
- CSS Guiding Children's Behaviour Policy
- CSS Leaving School to Learn Workplace and Community Learning Policy
- CSS Sickness and Accident Policy
- CSS School Enrolment Package
- Child Side Playgroup and School Information Reference Booklet
- Child Side School Annual Parent Pack
- CSS Code of Conduct – ECC and MCC (K-6)
- CSS Code of Conduct – YAC (7-10)
- CSS Code of Conduct – School Staff
- CSS Code of Conduct – Governing Council Member
- CSS Code of Conduct – Parent/Guardian

Definitions

Responsible Adult

A responsible adult is typically defined as a person aged 18 or older—such as a parent, guardian, stepparent, or spouse—who holds legal responsibility for supervising a minor and making decisions on their behalf. In legal or care contexts, they are responsible for a minor's welfare, safety, and actions, ensuring compliance with regulations.

Policy Statement

CSS publishes its Attendance Policy on the School website and includes attendance information and requirements as a part of the enrolment process, in the *Annual Parent Package* and as a part of the *School Information and Reference Booklet*.

Legal Obligations of Parents and Guardians

Parents/guardians are legally required to ensure their child attends school every day it is open for instruction. CSS communicates this obligation clearly and regularly through multiple channels, such as newsletters, enrolment packs, and parent meetings and communications.

Parents/Guardians of all school-aged children in the compulsory years of schooling (pre-primary+) are required to complete written communication explaining the reason for a child's absence on the day of the absence (or prior to if the absence is planned).

School Day Parameters

School Operating Hours

Monday, Tuesday, Thursday and Friday – 8.50 am – 3.10pm

Wednesdays – 8.50am – 2.00pm

Supervision of children is provided between 8.50 am and 3.10pm on school days only

Early Arrivals – Children must be supervised by a parents/guardian if they have arrived before 8.50am or have made a prior arrangement for an occasional early drop off.

Late Arrivals – Children arriving after 9.00am must be signed in by a parent/guardian and taken by the parent/guardian to their child's cluster where the child will be left with their educator.

Early Pick-ups – Parents/guardians are required to notify their child's educator in advance if their child will be leaving school early (prior to 3.10pm) on any particular day. The Parent/guardian is required to sign the child out, providing a reason for the early departure. Children will not be released to unauthorised individuals. Identification will be requested if the person picking up a child is unknown to the school.

Late Pick-ups – Parents/guardians are required to notify their child's educator if they will be arriving late to pick up their child.

Leaving School Grounds – No child is permitted to leave the school grounds at any time unless express written permission is provided by their parent/guardian and this arrangement has been discussed and approved by a Co-principal. This child will be signed out by a Co-principal only.

Term Time Withdrawals and Extended Absences - Under section 23 of the School Education Act 1999, CSS is required to actively discourage student withdrawals for holidays during term time.

Attendance Procedures

CSS utilises the online uEducateUs School Management Platform to record the attendance for each classroom for each term. Physical class lists are provided to each classroom for the event that the School Management Platform is inaccessible.

Staff will be trained on:

- Who is responsible for recording attendance.
- How and when attendance is recorded.
- Procedures for following up unexplained absences.

A designated educator in each Cluster is responsible for maintaining an attendance record of children. Educators will complete the attendance daily, and the School Administration will ensure the records are updated and correct.

Absence Notification and Acceptable Reasons

Parents/guardian should notify the school of a child's absence as soon as practical on the day of absence, via the School Management app. If the parent/guardian is unable to access the School management app, they must contact the child's educator or administration staff by text.

Acceptable Reasons for absence:

- Illness (with or without a medical certificate)
- Bereavement
- Cultural or religious observance

- It is accepted that there may be some circumstances as a result of exceptional global situations (beyond our control) where children are required to stay at home or who are unable to attend school. Child Side school will use its discretion as to the acceptability of these absences.

Unacceptable Reasons for absence:

- Shopping trips
- Hair appointments
- Family holidays during term time
- Non urgent medical or dental appointments

CSS has an obligation and a duty of care responsibility to act promptly in relation to:

- Unexplained absences

- Children who are unaccounted for and
- Persistent and habitual absences

Medical Exclusions and Public Health Compliance

CSS follows the exclusion protocols as directed by the Chief Health Officer under the Public Health Act 2016.

Monitoring and Reporting

CSS is required to monitor attendance patterns at individual and cohort levels.

Reporting is aligned with:

- STATS Collection Deadlines.
- ACARA National Attendance Reporting Standards.

Monthly attendance reports are generated by school administration to identify and monitor children with attendance below 90% attendance.

School Leadership reports formally to the Governing Council (GC) twice a year and incidentally as a part of the GC meeting “*Reportable Incidents*” agenda item.

Annual Data Collection

CSS is required to participate in an annual ‘Attendance Data Collection’ through - EducationHUB to the Australian Government. . The purpose of the data collection is to measure attendance rates for full-time children in years 1-10, by gender, by grade and by indigenous status over three quarters of the school year for all schools. The School Administrator is required to submit this data on behalf of the school at the two designated times in the year (August and October).

Record Retention

Attendance records must be retained for 7 years after a student's enrolment ceases, as per School Education Regulations 2000 – Regulation 21.

Privacy Obligations

All attendance records will be handled in accordance with the Privacy Act 1988 (Cth) and the Australian Privacy Principles.

Staff will be trained in privacy compliance, including the *Notifiable Data Breach Scheme* (NDBS).

Policy Review

All policies are reviewed and amended in accordance with *CSS Policy on Policies and The CSS Policy, Guidelines, Procedures and Frameworks Register*.

This policy and associated guidelines will be reviewed every two years; provided that an earlier review is undertaken whenever a matter or other information becomes evident regardless of indicators or not, there has been a policy or procedural failure.

Appendices

Appendix 1	Attendance Procedure and Guidelines
Appendix 2	Absence Procedure
Appendix 3	Procedure for Identifying and Responding to an Unexplained Absence
Appendix 4	Students Whose Whereabouts are Unknown
Appendix 5	Legislation and Other Requirements

Version Management

VERSION	DATE REVIEWED	DATE RATIFIED	CHANGES MADE	AUTHOR OF CHANGES	NEXT REVIEW DATE
1	May 2011	22/6/11		KM	
2	August 2013	14/8/13	Attendance data collection added	KM	
3	May 2016	15/6/16	Updated Data Collection dates added	KM	
4	Sept 2018	17/10/2018	Convert procedure to new policy format and added related legislation	LF	Term 3 - 2021
5	June 2021	15/09/2021	Updated Absence Procedure to include reference to communications app	LF	Term 3 - 2024
6	March 2026	13/05/2026	Update formatting Significant review due to changes in legislation	JM CD KM	Term 1 2028

Attendance Procedures and Guidelines

CSS clearly articulates and publishes requirements and procedures for Parents/guardians in relation to managing children's attendance and absences from school. All educators and school administration are responsible for ensuring they understand these procedures and requirements

School Absences

Parents/guardians are required to phone or text **and** send an "absent note" via the School Management app 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 by 9:30am, a phone notification will be sent to the family seeking an explanation for the absence. The School Administration may record an "absent note" with the reason and communication method. If a response has not been received from the Parent/guardian by 10:30am then the school will initiate action to respond to an unexplained absence. Refer to Appendix 3 - Procedure for Identifying and Responding to an Unexplained Absence.

- If a child is absent for any reason, the class educator must be satisfied that the explanation given is genuine. If the educator is not satisfied, they should report their concerns to school leadership.
- Once a child is marked as absent, the School Management Platform will automatically send the parents/guardian a notification requiring them to register an "absent note".
- If a parent or guardian has not or is not able to complete the "absent note" on the School Management System, the School Administration will follow up with the parents, asking for a text message or email regarding the absence. The School Administration will then note the absence in the School Management System.
- If a child has been away for more than two consecutive days and an explanation has not been received, the school administrator will make further enquiries.
- If, after making enquiries, the school 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.
- **Student Tracking System (STS)** If a student has not attended school for 20 consecutive school days and cannot be located, the school administration will complete the *SWU Request Form* and notify the Student Tracking Coordinator (STC). The child remains on the enrolment register until confirmation is received from student tracking. See Appendix 4 for procedures and processes.
- Written explanations and medical certificates relating to each attendance record are to be kept on file in the administration office and retained by the school for 7 years after a student enrolment ceases.

- Staff must not share attendance data via personal email or messaging apps. All records must be stored securely in the school's approved system.

Early Departures

- Parents/guardians must notify the child's educator in advance if their child is required to depart school early due to an appointment or unforeseen circumstance through the "Conversations" in School Management App or by email/text message.
- Parents/guardians must sign their child out in the Sign In/Out book in the MAG (Meet and Greet) Administration Office.
- Children must not be released to a non-parent/guardian without prior verbal or written permission from the parent/guardian. Identification may be requested if this person is not known to the school.
- Children may only leave the school early under the care of a responsible adult.
- Children who have scheduled, recurring appointments or extracurricular activities impacting the child's participation in the full school day are required to discuss this with the school leadership.

Term Time Withdrawals and Extended Absences

Under section 23 of the School Education Act 1999, CSS is required to actively discourage student withdrawals for holidays during term time.

- Parents/guardians must provide early written notification of any planned absence.
- The school must respond in writing, clearly stating that the absence is not approved, and outlining the potential impact on learning and funding eligibility.

Child Side School Response

"Thank you for notifying us of your intention to take your child out of school for a holiday during the school term.

We are required to inform you that this is not an approved absence in accordance with the School Education Act 1999 (WA). Extended absences during term time may negatively affect your child's learning and could impact their eligibility for government funding.

For more information regarding the importance of attendance, please read the relevant information in the School Information Reference booklet. "

Exclusion Circumstances

Health Exclusions

The WA Public Health Act 2016 and Public Health Regulations 2017 detail the circumstances under which children may be excluded from school due to health and safety considerations.

Section 142.1.d

require the person in charge of a school, community kindergarten or child care service, when directed to do so by the Chief Health Officer, to ensure that a child who has not been

immunised against a vaccine preventable notifiable infectious disease specified by the Chief Health Officer is not permitted to attend, or participate in an educational programme of, the school, community kindergarten or child care service for the period specified by the Chief Health Officer; and

Section 142.1.e

require the person in charge of a school, community kindergarten or child care service, when directed to do so by the Chief Health Officer, to close the whole, or a part, of the school, community kindergarten or child care service for the period specified by the Chief Health Officer to limit or prevent the spread of a vaccine-preventable notifiable infectious disease.

Other Exclusions

The school may also exclude children from attending during natural disasters, weather risks, safety risks or other unforeseen circumstances.

Persistent or Habitual Absences

- The school will provide appropriate, Child-Side pedagogy-aligned support to families and children for persistent or habitual absences.
- The school will document any relevant information regarding the impact of persistent or habitual absences.
- The school will provide families with relevant information and support strategies in school communication channels regarding the importance and impact of consistent attendance.
- Parents/guardians must work together with the Educators, Children and relevant Child Health Professionals to support and encourage regular attendance and participation from the child.
- Parents/guardians are required to complete the daily absence notes if a child is experiencing persistent or habitual absences, noting the reason as accurately as possible (i.e. School Refusal, Mental Health, Family holiday).

Minimum School Leaving Age and Approved Alternatives

Under the School Education Act 1999 (WA), students must participate in education, training, or employment until the end of the year in which they turn 17 years of age, unless they have already completed Year 12.

This requirement applies to all students, including those enrolled in Independent schools.

Participation may include:

- Full-time school attendance
- Approved training programs
- Approved employment arrangements (with Ministerial approval)

Schools must ensure that any alternative arrangements are documented and comply with Section 11 of the Act. Accurate attendance records and monitoring of academic progress remain essential.

What Child Side Playgroup and School will do:

- Inform children and families of the legal school leaving age and participation requirements.
- Develop flexible attendance plans for eligible YAC children, including training or employment pathways.
- Obtain written parental consent and Ministerial approval where required.
- Monitor academic progress and attendance for children on alternative arrangements.
- Maintain documentation to demonstrate compliance with Section 11 and Registration Standard 6.

Continue monitoring students aged 18 or older who remain enrolled. Even though they are legally adults, their enrolment status means the school must:

- Record attendance daily.
- Follow up on unexplained absences.
- Retain them on the enrolment register until formal withdrawal is received.
- Notify the Student Tracking Coordinator if they are absent for 15 consecutive school days and cannot be contacted.

Leaving School to Learn Program

YAC children may be invited to participate in Leaving School to Learn opportunities by the school.

- Parents/guardians with children participating in Leaving School to Learn opportunities must still submit absentee notices if their child is absent on a registered Leaving School to Learn day.

Procedures For Recording Absences

- Children's attendance must be verified at least twice daily – at least once during the morning session and at least once during the afternoon session.
- Absences are recorded by selecting the letter 'a' next to the child's name. The attendance code "500 – Unexplained" is automatically applied.
- Once the role has been marked, the School Management Platform automatically sends notifications to the parent's phone requesting an explanation.
- When an absence has been recorded, and the child arrives later during the day the child's arrival will be recorded in the School Management Platform, and the role will be automatically updated to the corresponding attendance code. Parents/guardians must sign their child in, in the Sign In/Out book in the MAG (Meet and Greet) Administration Office.
- When an absence has been recorded, the reason for the absence needs to be confirmed in writing (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 either:

- "600- Educational Activity" for activities noted in the NCCD plans. or
 - "615 – Leaving School to Learn – School Approved" for any school-arranged work experience or learning opportunities.
- In the event that a child is excluded from attending due 'exclusion circumstances', the School Administration will mark the child's attendance with the corresponding absentee code in the School Management Platform:
 - "901 – Industrial Action"
 - "902 – Facility Damage"
 - "903 – Weather"
 - "910 – Natural Disaster – Bush Fire"
 - "911 – Natural Disaster – Flood"
 - "912 – Natural Disaster – Earthquake"
 - "919 – Natural Disaster"
 - "920 – Pandemic – H1N1"
 - "921 – Pandemic – SARS"
 - "929 – Pandemic"
 - Children who are participating in Leaving School to Learn opportunities will be marked with code "615 – Leaving School to Learn – School Approved".
 - Children who arrive late will be marked with code "111 – Late Arrival at School"
 - Children who depart early will be marked with code "112 – Early Departure at School"

Attendance and Absence Procedure

Responsibility for a child's school attendance is shared between the school and the child's parents or guardians. Parents and guardians are legally required to ensure their child (children in compulsory years, including pre-primary and over) attends school every day it is open for instruction. If a child is absent, they must provide a reason that is acceptable to the school, in line with the school's Attendance Policy. (See Appendix 5 – Legislation and Other Requirements for specific references.)

When absences occur:

Parents/guardians should:

- on the morning of absence, phone or text the school using the UEducateUS app **and** send an absence notification via “communications” in the uEducateUS app, explaining the reason for the absence.
- If a parent /guardian is unable to send an absence notification message via the School Management app, then a text or call should be made to School Administration who can log the absence note with written confirmation.
- If the family is aware of an upcoming absence, i.e. family holiday or appointment, the family should send an absence note via the School Management app prior to the absence period.

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.

Procedure for Identifying and Responding to an Unexplained/Unreasonable Absence

Child Side Playgroup and School must act promptly when a child is absent without explanation. Follow-up should begin within a short timeframe to ensure child safety and compliance.

Unexplained Absences

1. Educators will record childrens' attendance as required (at least twice during the day (am and pm)).
2. If a child/children are unaccounted for, the responsible Educator should:
 - Refresh the uEducateUs app to check notifications or conversations from parents.
 - Submit the attendance role which automatically sends notifications to parents.
 - Conduct a school search if appropriate.
3. School Administration will review absences and contact parents via text or phone call if no notification has been received.
 - The contact message should include a request for a response by a specific time (e.g. if contacted at 10:00 am, request a response by 10:30 am, or within what is considered to be as short a time as possible).
4. If no response is received, notification failure, phone number(s) disconnected or out of service, workplace non-responsive or unable to reach the parent/guardian in their workplace, and Leadership/the Educator has a reasonable concern for the safety of the child, then, without delay, contact the emergency contact/s nominated on the child's file held by the school.
5. If the child's whereabouts cannot be established the next steps would include each of the following until the child's whereabouts is identified:
 1. Make enquiries with the child's relatives and/or peers at the school
 2. Conduct a thorough search of the school site (if relevant)
 3. Visit the child's home
 4. Contact support agencies (e.g. DCPFS, if already involved)
6. If the child's whereabouts has not been established through any of the above-mentioned methods, then school leadership will contact the WA Police.

NB: An incident requiring a police or other emergency services response when a child appears to have been taken or removed, or goes missing and cannot be accounted for, from the school or from a school-related activity without proper authority is a notifiable to Reportable Incident (on the appropriate form) to the Director General of the Department of Education (within 48 hours) and the school's governing body.

Unreasonable Absences

In situations where a child has been absent from school for three days without an explanation from their parent/guardian, all steps listed under the Missing Students section of the Students Whose Whereabouts are *Unknown* should be utilised to locate the student and restore their attendance.

Students Whose Whereabouts Are Unknown

The Students Whose Whereabouts are Unknown (SWU) initiative is a cross-sectoral student tracking system designed to support the educational continuity and safety of students who are considered "missing." It applies to all Western Australian schools, including Independent, Catholic, and public schools.

The Guide to the Registration Standards and Other Requirements for Non-Government Schools (effective 1 January 2024) states: "Where a student has been absent for 20 consecutive school days and the parent(s) cannot be contacted, the Principal must regard the student as missing and notify the Student Tracking Coordinator."

A student is considered missing when:

- They cannot be located.
- Their parent(s) or legal guardian(s) cannot be contacted.
- The school has not received formal notification (e.g. transfer note or withdrawal letter) indicating the student is enrolled elsewhere.

This initiative is coordinated by the Student Tracking Coordinator (STC) at the Department of Education WA. Initial school actions must make reasonable efforts to locate the student before reporting them as missing.

These efforts may include:

- Sending written communication to parent(s) or guardian(s) (note: social media is not appropriate).
- Calling parent(s) at home and work.
- Conducting a home visit.
- Contacting emergency contacts listed on the student's file.
- Checking with the student's previous school.
- Speaking with relatives or peers who attend the school.
- Contacting relevant agencies (e.g. Department of Communities – Child Protection and Family Support).
- Consulting with the Student Tracking Coordinator (STC).

Reporting to the Student Tracking Coordinator

If the student remains unlocated after these steps, the school must report the student to the STC within 15 school days of their last known attendance.

This is done by submitting a SWU Request Form, available via the Department of Education WA. You can access the current guidelines and form from the following (Via the Department of Education WA Website:

- Students Whose Whereabouts are Unknown – Guidelines and Procedures (PDF)
- SWU Policy Page – Department of Education WA

Response from the STC Upon Submission:

- If the student has enrolled at another public school, the STC will confirm this within 15 school days.
- If the student remains unlocated, they will be added to the SWU List.
- For non-government schools, the STC may authorise the Principal to update the attendance records and enrolment register to reflect that the enrolment has ceased.

Legislation and Other Requirements

School Education Act 1999 (WA)

Part 2, Division 3 of the WA School Education Act 1999 outlines attendance requirements for all Western Australian schools. Schools should refer to the full text for complete legal obligations.

Section	Refers to
23	Compulsory aged students are required to attend school for every day that school is open for instruction or, otherwise participate in the school's educational programme, at the school or elsewhere, as required by the Principal ... (parents/ guardian's obligation to ensure the child attends).
24	Principal's authority to facilitate (in writing) a student's participation in the school's educational programme at a place other than the school. This may be for part of the school year ...
25	<ul style="list-style-type: none"> • Excusing a student from attendance or participating in the school's educational programme, for reason of temporary physical or mental incapacity or any other reasonable cause; • Parent's/guardian's obligation to notify the Principal, of the child's non-attendance or non-participation, as soon as practicable and within 3 school days from when the non-attendance started; • Principal's authority to request a parent/guardian to supply a certificate from a registered medical practitioner • Student being excused from attendance / participation when moving to registered homeschooling
26	<ul style="list-style-type: none"> • Action that can be taken where there are doubtful reasons for non-attendance. These actions include referral to an Attendance Panel, under section 39. NB: Although section 39(5)(b) makes reference to students enrolled in non-government schools, involvement of Department of Education staff or an Attendance Panel in serious non-government school student attendance issues cannot be guaranteed.
27	<ul style="list-style-type: none"> • Principal's authority to require students' non-attendance, on the basis of advice from the Chief Health Officer or a registered medical practitioner, due to reasons of a medical condition, considered by the Principal to be infectious, contagious or otherwise harmful to the health of persons at school or participating in the school's educational programme.
28	<ul style="list-style-type: none"> • Principal's requirement to maintain attendance / participation (or non-attendance / non-participation, as applies) records for each student. • Principal's requirement to maintain such records for 7 years from the date that enrolment ceased, as prescribed under regulation 21 of the School Education Regulations 2000. In the event of school closure during that period, the records must be transferred to the Director General. NB: WA Government Schools currently have a 'freeze on the disposal and destruction of student records. Long term retention of Independent School student attendance records is recommended. • Requirement that attendance records must be able to be reproduced in written form, though they may be kept in electronic form.
11	<ul style="list-style-type: none"> • Circumstances involving approved options other than school in the final 2 years of compulsory education, including a student engaging in part-time studies at a school.
159(1)(h)	<ul style="list-style-type: none"> • The WA Education Minister's determination of a Non-Government school registration standard that relates to 'the enrolment and attendance procedures at a school.' s.159(1)(h).
182	The Non-Government Schools' Funding Order and Non-Government Schools' Funding Guidelines. These documents are produced each year. The Guidelines set out student attendance eligibility requirements for the school's receipt of State funding.

Public Health Act 2016 (WA)

The [WA Public Health Act 2016](#) and [Public Health Regulations 2017](#) detail circumstances under which students may be excluded from school.

Section	Refers to
142	<ul style="list-style-type: none">• Reporting information to the Chief Health Officer;• The Chief Health Officer's authority to direct that a child who has not been immunised against a vaccine preventable notifiable infectious disease is not permitted to attend, or participate in the educational programme of the school, for a specified period;• The Chief Health Officer's authority to direct the closure of whole, or a part, of the school for a specified period, to limit or prevent the spread of a vaccine preventable notifiable infectious disease

NB: Regulation 10 of the [Public Health Regulations 2017](#) provides additional information in relation

Registration Standards and Other Requirements for Non-Government Schools

The [Registration Standards and Other Requirements for Non-Government Schools](#) set out the expectations that Independent schools in Western Australia must meet to maintain registration. These standards are determined by the Minister for Education under Section 159 of the [School Education Act 1999](#) and are explained in detail in the [2024 Guide to the Registration Standards](#).

Standard 6 – Enrolment and Attendance Procedures

Schools must have documented procedures that comply with all legal requirements for student enrolment and attendance. This includes:

- Accurate daily attendance records
- Procedures for managing unexplained absences
- Compliance with State and Commonwealth funding requirements

Standard 7 – Critical and Emergency Incidents

Schools must notify the Director General within **48 hours** of any reportable incident. This includes:

- A student going missing or being removed without authority
- Serious injury, illness, or trauma
- Death of a student, staff member, or visitor
- Lockdowns, evacuations, or closures for health/safety reasons
- Allegations of child abuse occurring at school or during school-related activities.

Standard 13 – Minimum Age of Enrolment

Children must be at least 3 years old by 30 June of the year they attend school, unless prior approval is granted by the Director General. This standard ensures that early childhood education aligns with developmental readiness and legal frameworks.

Other Requirement – Standard of Education

Schools must demonstrate that they are actively supporting students with significant unapproved absences. The [2024 update](#) requires schools to:

- Develop and implement procedures for following up unexplained absences
- Improve student attendance where appropriate
- Maintain attendance during extended absences
- Document re-engagement strategies and outcomes

These expectations are assessed during registration renewal and may be requested by the Director General at any time.

Australian Education Act 2013 and Australian Education Regulations

[Australian Education Act 2013](#) and the [Australian Education Regulations 2023](#) set out the framework for how schools receive and manage Commonwealth funding. These laws apply to both government and non-government schools and outline the expectations for compliance, accountability, and eligibility.

Attendance is a key factor in determining a student's eligibility for Commonwealth recurrent funding. Schools must ensure that students meet the attendance criteria during the census reference period to be counted for funding purposes.

Further details on attendance eligibility and reporting requirements are provided in the [2025 Non-Government Schools Census Guide](#), which outlines:

- The definition of eligible and ineligible students
- Documentation requirements for absences
- Census reporting obligations for schools

Schools must maintain accurate attendance records and ensure compliance with the census guidelines to secure funding and meet legislative obligations.