

ATTENDANCE PROCEDURE

PROFILE:

This policy defines the procedures to be followed when a student is attending school irregularly or is continually late to class.

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Name of Reviewer	Jan Feeney
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1. PROCEDURES

1.1. Responsibilities

1.1.1. The Principal's Responsibilities

The Principal will:

1. Ensure that accurate attendance records are kept for each student enrolled at the School to include recording attendance at both morning and afternoon sessions.
 - a. records may be kept in electronic form, but must be capable of being reproduced in written form.
 - b. Keep attendance records as per the Records Management Policy.
2. Implement an attendance monitoring and action system for systematic, consistent and effect identification and action for all students with attendance issues.
3. Implement appropriate strategies to restore attendance if there are attendance issues.

1.1.2. Staff Responsibilities

Staff will:

1. Follow the procedures outlined below for recording attendance and lateness.

1.1.3. Parent Responsibilities

Parents will endeavour to ensure their children attend school as required by law. Will provide adequate notice of any planned absences. Provide written explanations for sick days and other absences. Comply with the policy of the school in regard to Attendance.

1.2. Recording Attendance

1. Students will be marked on the School roll at the start of the morning learning cycle and at the start of the afternoon learning cycle.
2. A continuous attendance by a child of not less than two (2) full hours' secular instruction is to be recorded as a half day's attendance. Students who arrive late but still meet this requirement are not to be included as a half-day absence.
3. Students who are on an excursion, participating in an off campus program or in some other school-approved activity or are not to be counted as absent.
4. Students on suspension are to be recorded as absent during the period of suspension.
5. Students on planned holidays during the term will be recorded each day as on holidays.

1.3. Absence from School

1. If a child is absent for any reason the parent or guardian should notify the school on the first day of absence.
2. Upon returning to school a note explaining the absence needs to accompany the child and is to be given to the Director.
3. The Director records the type of absence in the register and stores the absentee note or medical certificate.
4. If a child is absent for two consecutive days without an explanation an absentee note will be forwarded to the parent or guardian of the child.
5. Absentee Notes are kept in the child's file in their classroom.

6. If after making thorough enquiries the Principal does not receive a satisfactory explanation for the absence the matter will be referred to the School Welfare Officer and Child & Family Services.

1.4. Lateness

If a student continually arrives late it can affect the progress made by that student and can disrupt the classroom environment in general. It provides a negative disposition to learning and devalues the place of education. It is indeed a lack of respect.

1. School hours are from 8.40 am to 3.00 pm.
2. Class Directors will be in their classroom no later than 8.40 am, at which time the doors will be opened.
3. Students are welcomed into their classrooms no later than 8.40 am.
4. If a child arrives at school after 8.50 am they will be marked late on the class roll.
5. Repeated lateness, that is, twice in a term, will be reported to the Principal.
6. The parents of a repeat late offender will be contacted by letter seeking an official explanation for the lateness as required by the WA Education Act (2001).
7. In the event that lateness continues or an explanation for the lateness is not forthcoming, the Parents, Principal and the Director will be called to discuss plans for overcoming the problem.
8. If the problem cannot be overcome the Principal has no option but to report this matter to School Welfare, Family & Children's Services.
9. The family will be asked to leave the school.

1.5. Legal Compliance

- The School Education Act 1999 and School Education Regulations 2000 also require a principal to ensure that an enrolment register is kept showing the name, date of birth and date of enrolment of the enrollee; as well as the date on which enrolment ceases.
- Enrolment registers and attendance records 'may be kept in electronic form, but must be capable of being reproduced in written form'; furthermore, these records 'must be retained for 7 years from the day in which the enrolment ceases'. After 7 years expires the Chief Executive Officer of the DES must 'ensure that particulars are preserved indefinitely, in so far as practicable'.
- 'Removing' Students from Attendance Records
- Section 21 of the School Education Act 1999 gives the principal authority to remove a student's name from the school's attendance records when there are reasonable grounds to believe that the student is enrolled in another school, enrolled in home schooling, is no longer resident in the state or has been granted an exemption under s11. When a student leaves a school, a transfer note is not received and their whereabouts are unknown, the student is considered to be 'missing'.
- Under the Student Tracking System (STS), a cross-sectoral initiative involving public and private schools, 'missing' students must be reported to the Department of Education (DoE) Attendance Officer in the Regional Office who will advise whether or not the student needs to be referred to the STS Officer in DoE. The STS Officer will authorise the removal of the student's name from the school's attendance records and recording on the Enrolment Register that the enrolment has ceased. Further information is available at:
<http://www.det.wa.edu.au/studentsupport/behaviourandwellbeing/detcms/>