

## ATTENDANCE POLICY

### PROFILE:

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

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Owner	Teacher
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### Version Control and Change History

Version Number	Approval Date	Approved By	Amendment
v1.0	11/04/2005		Original Policy
	Term 2 2015	Business Manager	Reformatted, removed procedures

Name of Reviewer	Anthea Pinto
Date Returned	20/06/2019

## 1. POLICY

Perth Individual will maintain and monitor attendance records of all students and implement appropriate strategies to restore attendance if attendance is irregular or problematic.

## 2. PURPOSE

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

### 2.1. Background

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* requires students of compulsory school age, as defined in the Act, to attend school, or participate in an educational program of a school, on the days on which the school is open for instruction unless an arrangement in writing has been entered into for a student.

It is mandatory under WA State law for our School to:

- keep accurate records of student attendance;
- report late attendance and continued/or irregular attendance.

Please note:

1. Parents and students agree, in writing, upon entry to Perth Individual, to abide by the policies and procedures of the school. They also make a commitment to encourage and support the staff to ensure such policies are upheld as a positive model within the school and home culture.
2. Families who are unwilling to do so must reconsider their purpose for being at, and their place in, the Perth Individual environment.
3. All Perth Individual community members deserve to be treated with courtesy and grace.