Student Attendance Policy

2018

This procedure is applicable to: Principal, Staff and Parents.

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STUDENT ATTENDANCE POLICY

STUDENT ATTENDANCE POLICY V1 2018

Chrysalis Montessori School attempts to bring continuity to lessons from day to day and from week to week, so there may be difficulties if children are absent from school. It is expected that children attend school daily except in case of illness and that children do not begin holidays or take leave before the end of school term, nor return from holidays after the first day of the new term. Holiday leave must be applied for before the event in writing to the Principal.

This policy is in effect for all compulsory school aged children at Chrysalis Montessori School, that is, from Pre-primary to Class 6. Students who attend the lower grades of Kindergarten are not of compulsory school age and therefore are not required to attend school.

POLICIES AFFECTED

- Enrolment Policy
- Records Management Policy
- Privacy Policy

RELEVANT LEGISLATION OR AUTHORITY

- School Education Act 1999
- School Education Regulations 2000

REQUIREMENTS OF THE SCHOOL EDUCATION ACT 1999

Definition of "compulsory education period"

The compulsory education period from 1 January 2013 until 31 December 2013 is:

a) from the beginning of the year in which the child reaches the age of 5 years and 6 months; and

until –

b) the end of the year in which the child reaches the age of 17; or

i) the student satisfies the minimum requirements for graduation from secondary school established under the School Curriculum and Standards Act 1997.

The compulsory education period from 1 January 2014 is:

a) from the beginning of the year in which the child reaches the age of 5 years and 6 months; and

until -

b) the end of the year in which the child reaches the age of 17 years and 6 months; or

i) the student satisfies the minimum requirements for graduation from secondary school established under the School Curriculum and Standards Act 1997; or

ii) the student reaches the age of 18

Children falling into the above categories are required –

1) to be enrolled at a school; or

2) the registration under section 48 of a parent as the child's home educator and the continuation in effect of that registration unless exempted by the minister.

3) and to attend school on each day that instruction is provided.

It is the duty of the parent or care-provider of these students to ensure that these obligations are fulfilled.

EXCUSED FROM ATTENDANCE

A student is excused from attending at school, or from participating in an educational programme of the school, on any day —

(a) if the student is prevented from attending at school, or from participating in the educational programme by —

(i) temporary physical or mental incapacity; or

(ii) any other reasonable cause;

and

(b) if a responsible person has notified the principal of the cause of the student's non-attendance or non-participation —

(i) as soon as is practicable; and

(ii) in any case within 3 school days of the day on which the non-attendance started;

and

(c) where under paragraph (b) the incapacity of the student is given as the cause, if the responsible person provides the principal with a certificate in support from a registered medical practitioner, if requested to do so by the principal.

NON-ATTENDANCE FOR HEALTH REASONS

The Principal of the school may require that a student -

(a) not attend the school; or

(b) not participate in an educational programme of the school,

during any day on which the student or any other student at the school is suffering from a medical condition that on advice from the Director General of Public Health or a registered medical practitioner, the principal considers may be infectious, contagious or otherwise harmful to the health of persons who are at the school or participating in an educational programme of the school.

SCHOOL ATTENDANCE RECORDS

All schools must maintain a record of enrolments (Register of Admission) and a record of daily attendance. The school will advise parents or care-providers of attendance requirements at the beginning of each school year. This will normally be done through the school newsletter.

The school's attendance records will include:

- The Register of Admissions which must be permanently retained.
- Records of Student Transfer.
- Notes from parents or care-providers which explain absences. These must be retained for 1 year from the date received.

CHILD TRACKING

The school will make every effort to track that a child is enrolled in an education programme after leaving Chrysalis Montessori School. The child will not be taken off the enrolment register until confirmation that they are enrolled in a school or other registered education programme.

The students whose whereabouts are unknown (SWU)

When a student is absent from school without reasonable explanation (contact from the parents within 3 days), the principal or nominee will take all reasonable steps to contact the student's parents(s) to locate the student and restore attendance. Reasonable steps will include; Phone students home, send letter home to parents, visit students home, call students emergency contacts, check notifications of transfers.

If the student cannot be located using the reasonable steps in **Appendix B**, then the principal or nominee is to complete an SWU Request Form, **Appendix C** within 15 days of the students last day of attendance and forward it to the Student Tracking Coordinator at Student.Tracking@education.wa.edu.au
If the student is contacted in Step 1 there is no need to complete this Appendix C form.

The Student Tracking Coordinator enters the SWU request into the Student Tracking Systems and notifies the requesting school via email of the students' new enrolment or placement on the SWU List. Until email notification has been received the student will remain on the current enrolment register and record their non-attendance.

CLASS ROLL

Each class teacher must keep a roll book as documentary evidence of a student's presence or otherwise at the time the roll is marked. Any special medical information pertaining to individual students should be noted clearly in this book for the attention of relieving teachers. The roll book should be readily accessible.

RECORDING DAILY ATTENDANCE

Procedure

- Attendance to be taken by Class Teacher at 9:00am each morning.
- Record of students present/absent to be recorded in Teachers Class Attendance Roll (to remain in each Classroom at all times).
- Copy of absentee students to be brought into the School office by a designated student by 9.30am.
- Receptionist to record absentee students in the Attendance Register.
- The Principal and/or Class Teacher may conduct parent interview should absenteeism be more than 10 days per school term
- Tracking system to apply to students of Compulsory aged students.

Attendance records

The Principal of a school must ensure -

(a) that records are kept showing for each day whether a student -

(i) attended, or participated in an educational programme of, the school; or

(ii) failed to so attend or participate; and

(b) that particulars so recorded are retained for the period prescribed by the regulations.

REFERRAL TO A SCHOOL ATTENDANCE PANEL

Where doubtful reasons are given about non-attendance the principal may refer the child's case to a School Attendance Panel under section 39. This panel may inquire into the child's attendance record including the social, cultural, lingual, economic or geographic factors, or learning difficulties, that might be affecting the child's attendance record.

REMOVAL OF NAMES FROM THE CLASS ROLL

When a student transfers to another school and the enrolment at the new school is confirmed, the student's name may be deleted from the roll. The student's name can also be removed if a Certificate of Exemption has been granted, if enrolment at a registered school has been advised or if the student has been expelled. To remove a child's name from the class roll a red line must be ruled through every page of the book on the line pertaining to the child whose name is being removed.

ABSENTEEISM

If a child will not be attending school, the parent must ring or email the school before 9.00am on the day. A message on the school answering machine is adequate advice. This will be noted in the Student Roll held in the office, which shows the date, the child's name, the class and the reason for the absence.

Each morning class teachers will record the date, class, names of absent child/ren, if they have been notified and the reason for absence if known. This will then be taken by a member of the student body to the office to be checked against the Student Roll. If a child is absent and the office or class teacher has not been notified then the parent of that child must be contacted to ensure the child is at home (i.e. has not gone missing) and to find the reason for the absence. However, it is the parent's responsibility to contact the school to advise of their child's absence.

If a child is absent from school it is a legal requirement for the parent/guardian to send a note with the child to the class teacher on the day the child returns to school, giving reason for the absence. These notes must be kept by the school for a 12 month period, after which they can be destroyed.

HABITUAL NON-ATTENDANCE

If it is found that a child is not attending school regularly and this is not due to illness the following steps will be followed.

1. The Class Teacher will contact the parents to discuss the reason for the irregular attendance at school. If the non-attendance continues:
2. The parents and child will be asked to come to an interview with the class teacher and/or the Principal.
3. A Home Liaison Officer will be contacted by the school and the Home Liaison Officer will make contact with parents of the child and formulate a plan to ensure the child attends school regularly.

OFF – SITE SCHOOL ACTIVITIES

Students involved in school-organised educational excursions, sporting and other visits are to be marked present.

SCHOOL ATTENDANCE PROCESS

1) Parents of Primary School aged children are asked to ensure that students arrive at school at least fifteen minutes before the school day.

2) Persistent lateness without reasonable cause will lead to investigation. Students will be expected to make up for lost time.

3) Students leaving school early requires the parents/guardian to attend the office to sign out the student.

4) All student absences must be accounted for by parents/guardians either by phone (by 9am), note or email. If necessary, staff will follow up student absences.

5) Students absent for two or more consecutive days will be contacted via phone and email if necessary to ascertain the reason for the absence. Upon the student's return to school, parents or guardians are required to send along a note to the teacher outlining the reason for absence.

6) Absences in excess of 10 days per term will result in a letter which will be sent to parents whenever absences are of concern and when a report by the teacher or Receptionist is made to the Principal. A meeting may be arranged with the parent/guardians and the Principal and/or the Class Teacher to discuss the situation.

7) A teacher is on duty from 8.15am to 3.30pm Monday, Tuesday, Wednesday, Thursday and Friday. Children must not be left unattended at the school outside these times. Students who are regularly left at school outside these times will have their parents contacted to attend a meeting with the Principal to discuss the situation. Teachers do not take responsibility for duty of care of students outside this time.

8) Students will be asked to participate in compulsory school activities out of usual school time in some areas of the curriculum such as camps, excursions, work experience, performance arts, rehearsals and school open days. On the few occasions when this is required, students and parents will be given adequate notice and will only be asked out of educational necessity. These occasions are considered compulsory and necessary and students will be expected to attend as if a normal school day.

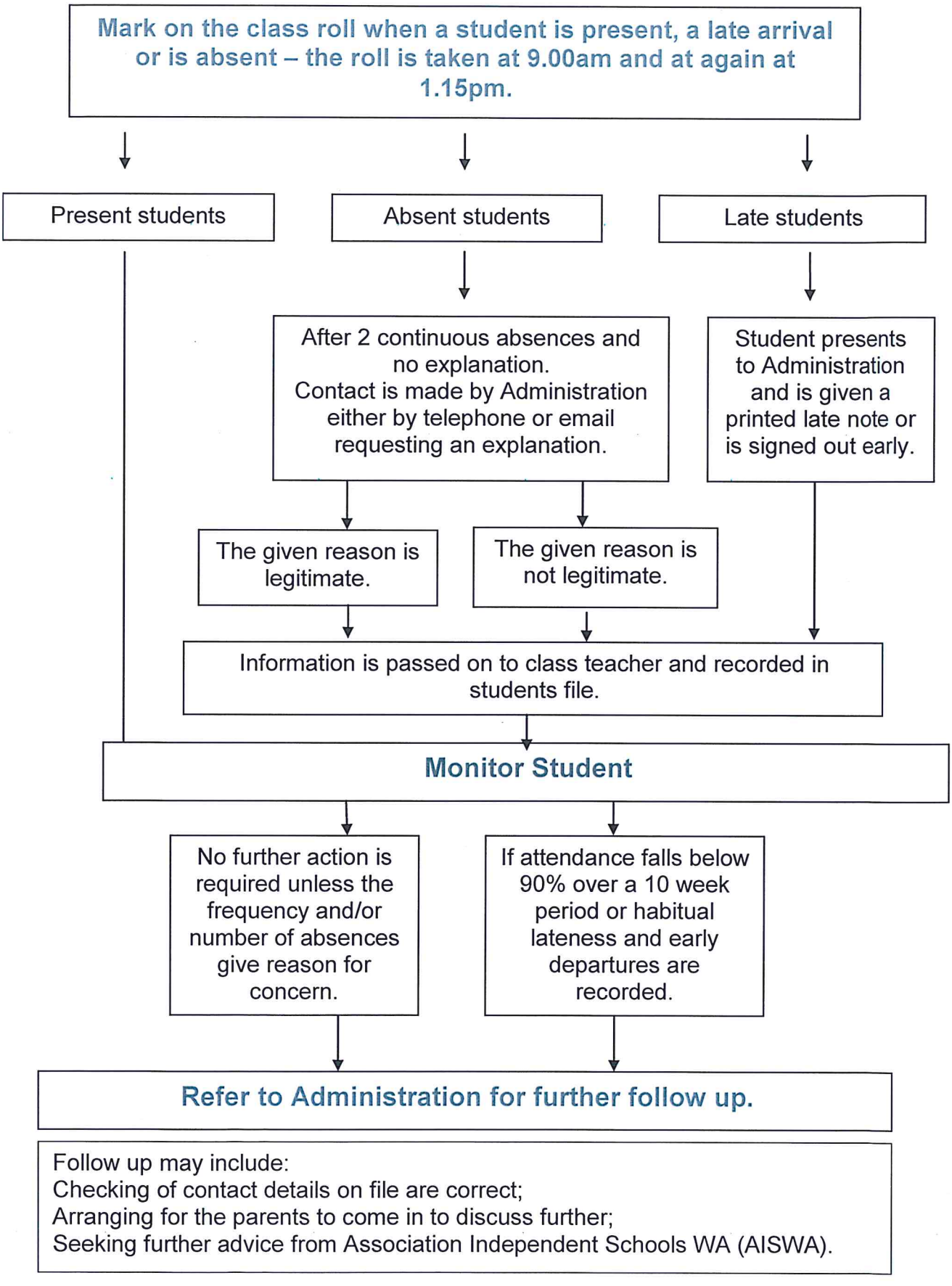
Refer to Appendix A – Teacher Recording of Attendance Flow Chart

REFERENCES

Department of Education – Attendance Policy
Available: http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/attendance.en?oid=au.edu.wa.det.cms.contenttypes.Policy-id-3781800

Appendix A

TEACHERS RECORDING OF ATTENDANCE FLOW CHART



Appendix B

STUDENTS WHOSE WHEREABOUTS ARE UNKNOWN (SWU)

A student is absent from school without reasonable explanation. (The parent(s) is to provide a reasonable explanation within three days.)

Act

The principal or nominee is to take all reasonable steps to contact the student's parent(s) to locate the student and restore attendance.

Act

Reasonable steps

- Send letter home to parent(s).
- Phone student's home.
- Visit student's home.
- Call student's emergency contacts.
- Check notifications of transfer.
- Contact student's previous school.
- Speak to relatives or peer group at school.
- Contact outside agencies (if involved).
- Contact attendance staff in the Education Regional Office.
- Contact the Student Tracking Coordinator.
- Other

The student is located.

NO

YES

If the student cannot be located using the reasonable steps listed then the principal or nominee is to complete an SWU Request Form.

Student Attendance Policy

The principal or nominee is to complete the SWU Request Form within 15 school days of the student's last day of attendance and forward it to the Student Tracking Coordinator at Student.Tracking@education.wa.edu.au

Student Attendance Policy

The Student Tracking Coordinator enters the SWU request into the Student Tracking System and notifies the requesting school via email of the student's new enrolment or placement on the SWU List.

Guidelines and procedures

The principal or nominee keeps the student on the current enrolment register and records their non-attendance until email notification has been received from the Student Tracking Coordinator.

Act

The requesting principal or nominee moves the student to the former roll as of their last date of attendance once the Student Tracking Coordinator has notified this via email.

Act

There is no need to complete an SWU Request Form if a student is located, contactable or whose whereabouts are known.

END

Missing students are placed on the SWU List which is distributed monthly to the:

- Association of Independent Schools of Western Australia
- Catholic Education Office of Western Australia
- Department of Education Regional Offices
- School Curriculum and Standards Authority
- Department of Education Services
- Department for Child Protection
- Department of Corrective Services
- Western Australia Police.

Department of Education

Appendix 1

REQUEST TO PLACE A STUDENT ONTO THE STUDENTS WHOSE WHEREABOUTS ARE UNKNOWN (SWU) LIST

- Please complete all required information
- It is recommended that schools consult with relevant Education Regional Office staff or the Student Tracking Coordinator
- This template is available electronically at http://bswb.det.wa.edu.au and select Student Attendance
- For additional enquiries please telephone the Student Tracking Coordinator on (08) 9264 4988
- Please email this completed form to the Student Tracking Coordinator at Student.Tracking@education.wa.edu.au

Student Information

School name and code:							
Student surname:		First name:					
Date of Birth:	/ /	Gender:	Male ☐ Female ☐	School Curriculum and Standards Authority ID: (Secondary Students)		Indigenous:	Yes ☐ No ☐
Year level:		Date of enrolment:	/ /	Last date of attendance: (Mandatory)	/ /		
Parent/s name:							
Parent/s address and contact number/s:							

Attempts made to locate student (please complete all boxes)

Written communication ☐	Emergency telephone numbers contacted ☐	Relatives or peer group queried ☐
Phone calls home ☐	Transfer documentation checked ☐	Relevant agencies (if involved) contacted ☐
Home visit ☐	Previous school information checked ☐	Other
Consulted with Education Regional Office : Yes ☐ No ☐ Region: _____ Name of Education Regional Officer authorising this request. _____		Consulted with Student Tracking Coordinator: Yes ☐ No ☐

Actions taken to locate student
Please record enquiries already made and any anecdotal information which may aid in locating this student.

School Information

Referred by (person entering request):			
Principal's approval:	Yes ☐ No ☐	Principal's name:	
School email address: (this is the address the email confirmation will be sent to)			
Date of request:	/ /		