



Student Attendance Policy

2022

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

AUTHORISED BY:	Principal
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STUDENT ATTENDANCE POLICY

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.

RELATED POLICIES

- 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

School Education Act (1999)

Part 2, Division 3 of the [WA School Education Act 1999](#) sets out attendance requirements that all Western Australian schools must satisfy. A very brief description of the applicable sections is provided below

Section	Refers to
23	Compulsory aged student's requirement 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 ... <i>(parents/ guardian's obligation to ensure the child attends).</i>
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	Action that can be taken where there are doubtful reasons for non-attendance. These actions include referral to an Attendance Panel, under section 39. <i>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.</i>
27	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 <i>School Education</i>

	<p><i>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.</i></p> <ul style="list-style-type: none"> Requirement that attendance records must be able to be reproduced in written form, though they may be kept in electronic form.
11	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)	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.

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 notes are to be retained for long term retention.

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; Written communication to parents, telephone parents (home & work), conduct home visit telephone emergency contacts, check previous school, query relatives and peers attending the school, contact relevant agencies (if involved) e.g. Department of Communities: Child Protection and Family Support (DCPFS), consultation with Student Tracking Coordinator (STC)

If the student cannot be located using the reasonable steps in **Appendix A**, then the principal or nominee is to complete an SWU Request Form, **Appendix B** 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 B 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 an attendance file 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 file for the attention of relieving teachers. The attendance file should be readily accessible.

RECORDING DAILY ATTENDANCE

Procedure

- Attendance to be taken by Class Teacher at 9:00am each morning & 1:00pm each afternoon.
- Record of students present/absent to be recorded in Teachers Class Attendance file(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 and to contact parents to check on student.
- 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 of the School Education Act 1999. 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 line must be ruled through the page on the line pertaining to the child whose name is being removed.

ABSENTEEISM

If a child will not be attending school, the parent must phone, email or submit a schoolstream absentee notice 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.

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.

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, in person (by gam), note, email or Schoolstream absentee notice. If necessary, staff will follow up student absences.
- 5) Absent students, parents will be contacted via phone and email if necessary to ascertain the reason for the absence, which is written on the absentee form and the class teacher is advised.
- 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 is arranged with the parent/guardians and the Principal and/or the Class Teacher to discuss the situation.
- 7) A teacher is on duty from 8.20am to 3.15pm Monday, Tuesday, Wednesday, Thursday and Friday. Children must not be left unattended at the school outside these times and will go into the school's After School Care. 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.

- 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, , school events, 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. .

Refer to Appendix A – Teacher Recording of Attendance Flow Chart

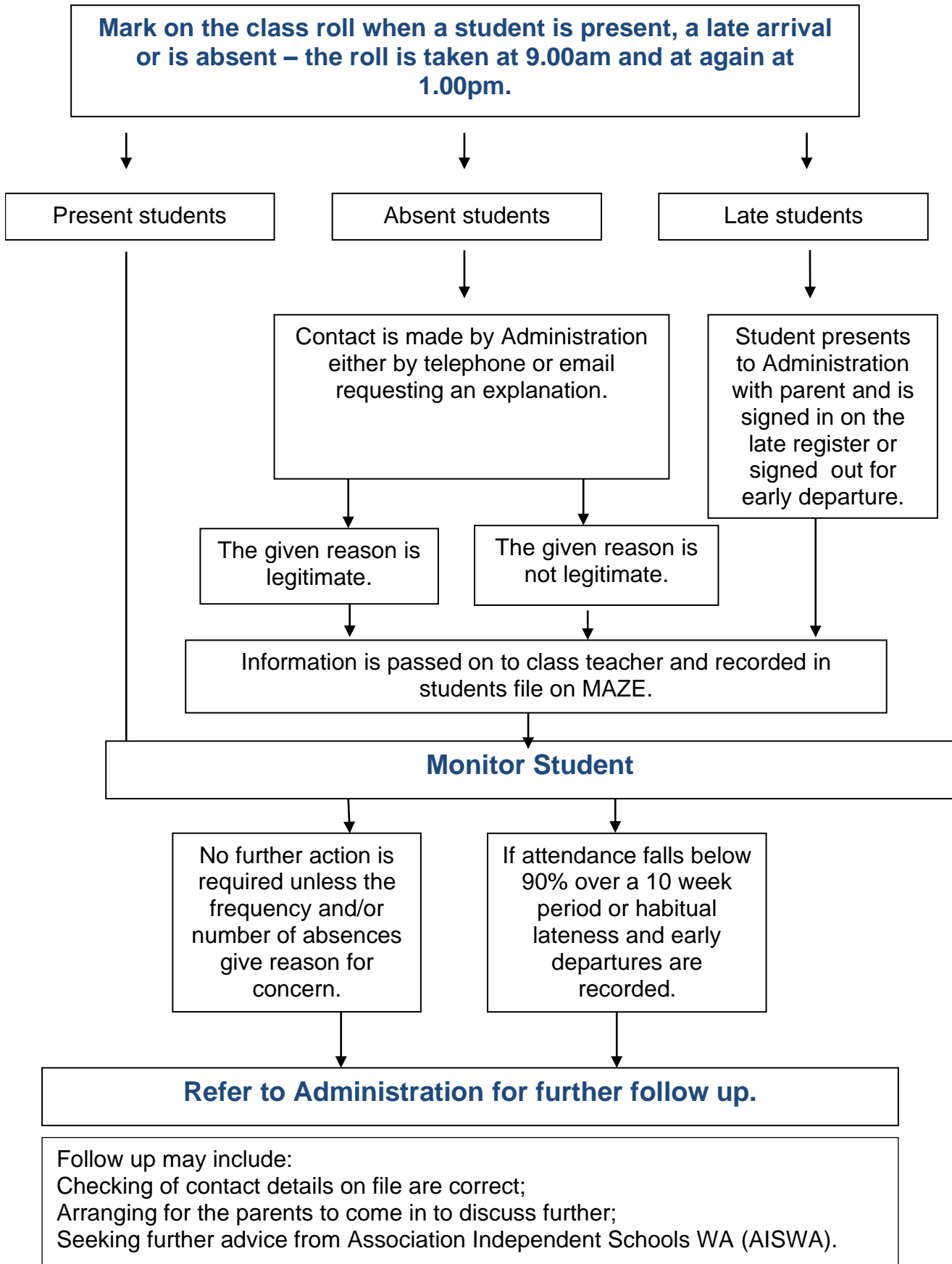
RELATED DOCUMENTS

[School Education Act 1999 \(WA\)](#)

[School Education Regulations 2000 \(WA\)](#)

Status	Final
Owner	Principal
Reviewed	July 2022
To be reviewed	July 2025

TEACHERS RECORDING OF ATTENDANCE FLOW CHART





ATTACHMENT 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 Request form, along with the SWU Guidelines and Flowchart, are available on the SWU website by clicking [here](#).
- For additional enquiries please contact Student Tracking at Student_Tracking@education.wa.edu.au or on (08) 9402 6449.

Please submit this form by clicking on the *Submit* buttons either at the beginning or end of this form or by emailing this completed form to the Student Tracking at Student_Tracking@education.wa.edu.au

Submit

Student Information							
*School name				School code			
*Student surname			*First name		Preferred name		
*Date of Birth	DD/MM/YY	*Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	School Curriculum and Standards Authority ID			
*Year level	Aboriginal or Torres Strait Islander	Yes <input type="checkbox"/> No <input type="checkbox"/>	*Date of enrolment	DD/MM/YY	*Last date of attendance	DD/MM/YY	
*Parent/Carer name:							
Parent/Carer Address		Parent/Carer Contact number					
Attempts made to locate student							
Written communication <input type="checkbox"/>		Emergency telephone numbers contacted <input type="checkbox"/>		Relatives contacted <input type="checkbox"/>			
Phone calls home <input type="checkbox"/>		Transfer documentation checked <input type="checkbox"/>		Peer group queried <input type="checkbox"/>			
Home visit <input type="checkbox"/>		Previous school information checked <input type="checkbox"/>		Relevant agencies (if involved) contacted <input type="checkbox"/>			
Consulted with Education Regional Office : Yes <input type="checkbox"/> No <input type="checkbox"/> Region: _____ Name of Education Regional Officer authorising this request (Government schools). _____						Consulted with Student Tracking Coordinator: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Action taken to locate student							
Please record enquiries already made and any anecdotal information which may assist in the location of this student.							

Student safety and wellbeing concerns	
*Did you have concerns about the safety and wellbeing of this student? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, was a referral made in regard to these concerns?	
Yes <input type="checkbox"/> No <input type="checkbox"/>	Date/s of referral: DD/MM/YY
Referring agency:	
Comments:	

School Information

Referring officer (name of person entering this request):			
Principal's approval	Yes <input type="checkbox"/> No <input type="checkbox"/>	Principal's name	
School email address: (confirmation of SWU will be emailed to this address)			
Date of request		DD/MM/YY	