



# **Perth Waldorf School**

## **ATTENDANCE & ABSENCES FOR STUDENTS**



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## **1. POLICY STATEMENT**

Perth Waldorf School Attendance Policy seeks to ensure government legislation requirement is followed in relation to student attendance at school.

## **2. PURPOSE**

At Perth Waldorf School each member of our school community including parents/carers, staff and students, is an integral part of a vibrant learning community. Regular school attendance enables students to maximise their full potential to actively participate and engage in their learning. While student attendance is a legal obligation of a parent or carer, the school in partnership provides active support for full student attendance and retention.

This policy defines the procedures to be followed to achieve the purpose stated above.

## **3 RELEVANT LEGISLATION**

School Education Act 1999, Western Australia, Sections 22-28 ( the Act)

School Education Regulations 2000 – Part 2

## **4. DEFINITIONS**

Carer: any adult person, not being a parent, who is responsible for the child (The Act , Division 2, Section 16 (II)

## **5. PROCEDURES**

### **5.1 RESPONSIBILITIES**

#### **5.1.1 The School Administrator**

Although all school staff are vital in supporting regular student attendance, the School Administrator is specifically responsible under the Act for:

- the accurate recording and rigorous monitoring of the attendance of all students;
- identifying students with attendance issues; and
- implementing appropriate strategies to restore regular attendance.

#### **5.1.2 Staff**

Staff will follow the procedures outlined below for recording and managing attendance, lateness and absences.

#### **5.1.3 Parents or Carers**

Parents or Carers will endeavour to ensure their children attend school as required by law. They will provide adequate notice of any planned absences and timely notice for any unplanned absence such as sickness. Parents are asked to comply with the policy and procedures outlined in this document.

#### **5.1.4 Students**

Students are asked to comply with the policy and procedures outlined in this document.

### **5.2 STUDENT ATTENDANCE**

#### **5.2.1 School Day Attendance**

School hours for each of the Kindergarten, Primary and High School faculties are published in the student handbook and on the school's website.

Parents/Carers of Kindergarten, Primary and High School students are asked to ensure that their children arrive at school at least fifteen minutes before school, but no more than thirty minutes before the commencement of the school day.

A teacher is on duty from 8.20am to 3.30pm Monday, Tuesday, Wednesday and Friday. On Thursdays there is a teacher on duty from 8.20am to 2.45 pm for Primary School and High School. Students arriving too early should wait with a responsible adult (parent / carer) until the appropriate time. Parents are

requested that students should not be left unattended at the school outside these times.

### **5.2.2 Co-curricular Attendance**

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, festivals, 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.

## **5.3 RECORDING ATTENDANCE**

Schools must record daily attendance for all enrolled students in accordance with the Act (Section 28). Accurate record-keeping of attendance is vital in satisfying duty of care requirements and in generating useful attendance data.

Registers are legal documents and must be kept accurately by the class teacher / Guardian. Student attendance is to be checked before 9am. High School classes are checked at the beginning of main lesson in the morning and every specialist lesson thereafter. Any discrepancies are reported to the High School Administration Officer by the teacher/guardian using the “daily absenteeism register form” for follow up. The High School Administration Officer will communicate with the school receptionist to reconcile any discrepancies.

It is the responsibility of the Class Guardian to be kept up to date with the students’ attendances and checking with the relevant teacher and/or administration office if they have any concerns.

Parents are asked to write a note, email, text or verbally explain the reasons for their child’s absence. This can be provided to the teacher / guardian or school reception. Teachers should note these down in their roll book with the help of a simple code. Teachers please see front of attendance books for further instructions.

## **5.4 ABSENCE FROM SCHOOL**

All student absences must be accounted for by parents/carers either by phone, SMS, email or letter (by 9am). If necessary administration staff will follow up with student absences by no later than 10.30am. If parents cannot be reached the absence will be marked as unexplained.

If a student is absent for two consecutive days without an explanation the parent/carer will be contacted by the administration staff before 10.30am on the third day to find out the reason for the student's absence.

Parents are asked to contact the administration staff if the child is absent (for example with a cold) and they are unsure of the return date. In the absence of parent contact, the administration staff will SMS or call the parent normally before 10.30am every day. When a child returns to class after absenteeism, parents are asked to provide the teacher with reasons for the absence.

### **5.4.1 Planned Absence during the School Day**

If a primary school student needs to leave school during school hours, their parent/carer must sign them out and sign on return using the sign out log book at the school office before leaving the school premises. High school students may sign out with written permission from a parent/carer. The high school student is to notify reception and sign back in when they return to school.

If students are not returning for the rest of the day this must be indicated in the communication by the parent/carer to their class teacher, front office or class guardian before leaving the school premises.

### **5.4.2 Record keeping for Absences**

Notes must be dated. In the absence of a date, the teacher will notate on the letter the precise date received.

All notes and doctors certificates will be provided to the school reception to be attached to the absenteeism report. The retention of student attendance records is consistent with the School Education Regulations 2000.

### **5.4.3 Reasons for Absence**

Sickness, medical appointments and difficult family problems are generally understood to be acceptable reasons for absences. Parents who wish to withdraw their child for other reasons should speak to the Class Teacher or Guardian in advance. For longer absences (e.g. overseas trips, the parent/carer should notify the school. The school cannot give permission for such absences. It is the parents responsibility to understand their responsibilities under the Act.

In cases where extended leave is taken, the teacher may set work for the child, but this is not an obligation.

#### **5.4.4 Follow Up from Absences**

Incomplete work as a result of absences will be dealt with on a case by case basis with the respective teacher.

#### **5.5 LATENESS**

Students late to school are to report to the reception area to obtain a late slip. An office staff member will record arrival time and fill in a late slip to be given to the teacher by the student and the roll is adjusted.

Persistent lateness (especially in the High School) without reasonable cause may lead to detention. Students will be expected to make up for lost time. Parents of persistently late school students will be contacted by the class teacher or guardian or in the event of continued lateness, the Faculty Coordinator or School Administrator.