



Created: 2002  
Revised: 2017  
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## ST JOHNS SCHOOL

# STUDENT ATTENDANCE POLICY

### Rationale

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 and the School Education Regulations 2000 requires compulsory aged students to attend school on the days on which the school is open for instruction unless an arrangement in writing has been entered into with the Parents/Carers. (The Government's State Law Publisher website is: [www.slp.wa.gov.au](http://www.slp.wa.gov.au)).

The School is responsible for accurately recording and monitoring the attendance of all students and for implementing strategies to restore attendance if there are any issues. The attendance information that is held at the school forms part of our reporting process to both the State and Federal Governments.

1. The likelihood of successful learning is strongly linked to regular attendance and appropriate participation in educational programmes.
2. Non-attendance at school can occur for a range of reasons including sickness, family reasons or truancy.
3. Early intervention for students at risk developing irregular patterns of attendance is crucial so that patterns can be reversed. Indications of risk include frequent lateness, missing lessons, learning difficulties, social or emotional issues, illness or family issues.
4. Parents are required to contact the School about reasons for an explained absence.
5. Students are required as a condition of enrolment to attend all School major events (eg Sports Carnivals, excursions) as well as academic activities associated with a Year group (Retreats, NAPLAN).
6. Teachers are not required to provide work for students on holidays during term time.

### PROCEDURES

#### **Explained Absence**

It is a legal requirement that any absences must be covered by a written explanation from the student's parent or carer. The following methods of resolved non-attendance reasoning will be accepted by St Johns School

- 1 The School website [www.stjohns.wa.edu.au/parentinfo/onlineabsence](http://www.stjohns.wa.edu.au/parentinfo/onlineabsence)
- 2 Email to [admin@stjohns.wa.edu.au](mailto:admin@stjohns.wa.edu.au) with the following information
  - Name of student
  - Year Group
  - Reason for absence
  - Your name and relationship to the student
- 3 Phone call to St John's School

### **Late Arrival**

It is the parent's responsibility to ensure that all students arrive at school on time.

- Pre Primary to Year 6 8.40am -3.05pm
- Kindergarten 8.45am-2.55pm
- Pre Kindy 8.50am-2.50pm

Students/Families who arrive after the bell -8.40am- must report to the front office and sign their child in late.

A late pass will be issued which must be given to their class teacher.

### **Leaving School Early**

Students needing to leave the school early must be signed out at reception by the student's parent or carer. The sign-out slip must be sighted by the classroom teacher prior to leaving the school.

### **Unexplained Absence**

1. Parents will be notified by SMS after 9.00am each morning if their child is absent without notification.
2. If no response is received by Administration within a 30 minute period, a follow up phone call will be made to confirm your child's absence.

T:\Administration\Policies\St John's Current Policies - 2019\1-A. SCHOOL BASED POLICIES\1 - A10 Attendance & Non-Attendance Policy & Procedures.doc

[St John's Primary School](#)

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