



Attendance Policy

The Gooseberry Hill Primary School attendance policy outlines the legal obligations and expectations of students and the school with regard to attendance. It outlines procedures to be put in place to maximise student attendance and participation in schooling. Where students miss more than 10 days school per year or are consistently late for school they may be considered to be at risk educationally. GHPS therefore endeavours to put strategies in place which will result in a high and regular level of attendance by each child in the school.

It is our expectation that students will attend school every day that school is open unless they are unwell. Students are also expected to be punctual and prepared for lessons at the beginning of each session. We recognize the important role that parents have in supporting their child's education regular and punctual attendance.

Attendance

- Students are required by law to attend school up until the end of Year 12. To enter a Kindergarten program a child must turn 4 on or before June 30 of that year. A child attending a Pre Primary programme must attend full time.
- School starts at 8.50am for students. Children are expected to enter the classroom from 8.30am in the presence of the teacher in order to prepare for the day's lessons.
- Students are required to remain on the school site until the end of the school day (3.00pm). No students are allowed to leave the school site unless they are accompanied by a parent or guardian, or have supplied the school with the written or verbal permission of a parent or guardian.
- Parents/guardians of students who are away from school must inform the school of the reason for absence as soon as possible. This can be done by sending a note to school, visiting, telephoning the school or communicating via *skoolbag* app or email. If an explanation is not provided for the absence within three days, a letter will be sent to the family asking for an explanation of the absence. If a student is having an extended absence (longer than three days), the parent/guardian must contact the school.
- Students may only arrive earlier than 8.30 by arrangement with the principal or staff member. In this circumstance they should remain seated on the benches outside A block until 8.30.

Student Attendance Procedures

The following procedures will assist and support the Attendance Policy.

- School starts each morning at 8.50am.
- At 9.00am teachers will check the roll and record any morning absences. At 1:30pm teacher will check the roll and record any afternoon absences.
- Attendance of not less than 2 hours during any one session is to be recorded as a half day.
- For the purposes of this policy the morning session is deemed to conclude at noon, with the afternoon session starting at that time.
- The school uses the SIS Lesson Attendance module to record student attendance.
- Student absences should be marked on the attendance section using the code descriptions.
- Office staff will record absences on the SIS roll as parents call in the morning.
- Any students arriving late should report to the office and receive a late note.
- Notes explaining student absences and records of verbal reasons for absences are to be kept for a period of 2 years. They should be retained until the end of each year and returned to the office for archiving.

- When an absentee note is received, please make sure the following is included: name of student, year, date of absence and date the note was received.
- Students with unexplained absences are required to bring an explanatory note from their parent or carer.
- Teachers are to encourage children to bring these notes, and where a note does not come within one week the deputy principal should be informed so that a letter may be sent home from the school. The deputy will check attendances twice a term to ensure that appropriate explanations for absences have been received, and if necessary send a letter to the parents. The Deputy Principal will then be responsible for the future follow up of these absences.
- If students are away for more than two days, the Department of Education WA Regulations state that parents must be notified. It is the primary duty of class teachers to notify parents of student absences and have them explained. This may be a phone call, email or a note to the parents. Record should be kept of such communications.

Late Students

Format to follow for late arrivals:

- Late arrivals report to the office and are issued with a late note by office staff.
- Class teacher to keep late notes and return to the office for archiving at the end of the year. Where a pattern of lateness emerges the Deputy is to be informed so that appropriate action may be taken.
- Class teacher deals with the lateness using the Behaviour Management Plan.
- Chronic late attenders should be brought to the attention of the deputy principal who will investigate causes for the lateness and set in place strategies to ensure prompt arrival.

Students Leaving School Grounds

- Students may only leave school grounds with parent/guardian permission.
- This may be in the form of a note (including PEAC nomination forms) or a phone call confirming permission to leave school grounds.
- Students leaving school grounds must have their names recorded in the 'Standardised Leave Pass for Public School Students' book at the front office before they leave school premises.
- Students participating in a class or group excursion, PEAC or SKAMP also need to have their names recorded in the 'Standardised Leave Pass for Public School Students' book.

Strategies to Encourage Good Attendance

School Administration Role

- Ongoing education of parents and students as to the value of education
- Clear policy which makes parents and students aware of our standards of attendance
- Support a responsive and relevant learning environment

Class Teacher Role

- Continual reinforcement and support of attendance policies
- When students are absent, ascertain reasons for absences
- Creating a responsive and relevant learning environment
- Keep the deputy principal informed of the names of students who miss more than 5 days school per term without explanation

Deputy Principal Role

- Intervene if a student has missed 5 days of school per term without an explanation
- Identify and case manage chronic non attenders
- Provide education, and support to encourage children and families to have good attendance.

Holiday Request During School Time

Parents who want to remove their children during term time are asked to advise the Principal either by letter or email of the details of the planned absence.

Chronic Non Attenders

Chronic non attenders are defined as students with greater than 5 full days per term unexplained absence, or with a pattern of absence (eg regular Mondays) that indicates that the absences may not be attributed to illness or other legitimate cause for absence (eg extended family holiday). They can be identified either through checking of the class rolls by the Deputy Principal, or by referral from the classroom teacher.

Once identified as a Chronic Non Attender, a student will be individually case managed by a member of the school administration team. Intervention strategies will then be put into place to provide a structured approach to the management and monitoring of that student's attendance.

Intervention strategies which may be used are:

- School Psychologist referral
- Family conferences
- Official school letter to parents/guardians quoting regulations and attendance legislation
- School Welfare Officer

If at the completion of a range of strategies, the attendance of the child is still unsatisfactory, they may then be referred to the District Office with full documentation. The purpose of any intervention with chronic non-attenders is restoration to a pattern of attendance which will enable the student to maximise his or her educational opportunities.