



Good Shepherd Catholic School

— Lockridge —

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SCHOOL ATTENDANCE POLICY

Rationale

The *School Education Act 1999* requires all enrolled students to attend *school* or participate in an educational program of the *school*. Principals are required to record and monitor student *attendance* and develop appropriate strategies to restore *attendance* for students with persistent *absence*. (*Department of Education, Student Attendance Policy*)

Regular attendance at school is fundamental to student learning. Everyday counts; any absence from school has the potential to adversely impact student outcomes.

Principles

1. Attendance at school prior to 8.15am.
 - a. Children should not be on the school premises prior to 8.15am.
 - b. Children who arrive prior to 8.40am remain must go to the Undercover Area where they are to remain seated. **No supervision will be provided prior to 8.15am and parents remain responsible for their child/ren until 8.15am.**
 - c. An absentee note / email must be filled out by the parents if a child is late or absent.
2. Once a child arrives at school he/she shall not leave the school grounds except when accompanied by a teacher or parent/ guardian or their confirmed nominee.
3. Between 8.40am and 8.50am
 - a. Children are to go to their classrooms:
 - i. No sports equipment is to be used.
 - ii. The fixed play equipment is not to be used by either students or siblings.
4. Children must be in class and ready for lessons to commence when the bell rings at 8.50am. (Under the Education Act 1999 students are required to be in class on time for lessons to commence at the start of the day.)
 - a. Parents of children who are late for school are required to provide written explanation or a Late Note requesting an explanation will be sent home with the child. (Appendix A)
 - b. Where a child is regularly late for school the Principal will commence a process with the family, to address the concern.

Guideline for teachers:

After three late notices have been sent out to the parent, the teacher will notify the principal.

The principal will call a meeting with the parents and will enact a process to enforce the appropriate sections of Schools Education Act 1999.

5. Non- Attendance of students - The School Education Act 1999 requires parents to ensure that children of compulsory school age attend school on each day that the school is open for instruction.
 - a. If children are absent from school, a parent or responsible person must notify the school before or on the day of absence via telephone call, email or a written letter.
 - b. If the school has not been notified of a child's absence, an SMS is sent to inform the parent/guardian. The parent/guardian is then to call the school to advise the

whereabouts of the child and ensure they are safe. If no response is received, the school will follow up with a telephone call.

- c. If children are absent from school, a parent or responsible person must provide the school with an acceptable explanation, as well as the call to inform the school, within three days of the absence.
 - d. If attendance rates are a cause for concern, the class teacher will notify the Administration team. They will monitor the child's attendance and liaise with parents to implement strategies to increase the child's attendance.
 - e. If the concern continues the school will consult with the appropriate network to provide additional support and advice and a letter will be sent home to parents (Appendix B).
6. Late collection of students.
- a. Students should not be on the premises after 3:30pm. Any student remaining at 3:30pm will be called into the office where parents/guardians will be contacted, failing this emergency contacts will be notified to pick up the student/s. Upon collection students must be signed out on the Late Pick up Register by the parent/guardian located in the office.
 - b. After three late collections, a letter will be sent home to parents with suggestions for making alternative arrangements to collect their students (Appendix C).
 - c. Should the late collections remain frequent, parents will be required to attend a meeting with the Principal to discuss the matter further.