



Good Shepherd Catholic School

— Lockridge —

215 Morley Drive, Lockridge, W.A. 6054

Phone: (08) 6278 9500 • Fax: (08) 6278 9540 • Email: admin@gsl.wa.edu.au

Website: www.gsl.wa.edu.au • ABN 86 853 294 544

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. Every day 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 8.40am. (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.

Appendix A



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Dear

..... was late for school this morning.

Under the Education Act I am required to remind you of your obligation to have your child in class by the commencement of school by 8:40am each day.

I am required to ask that you complete this form or provide a letter of explanation each time
..... is late for school.

Please complete the form below and return it to school by tomorrow.

Yours sincerely

.....

Class Teacher

.....

Principal or Delegate

Date:

(Please return to the class teacher)

My child (Child's Name) was late for school because

.....
.....
.....

Parent's Signature

Date:

Appendix B



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Dear

I am writing regarding the attendance of your son/daughter, [Student Name] at school.

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. If children are absent from school, a parent or responsible person must provide the school with an acceptable explanation within three days of the absence. Attendance requirements do not apply for students undertaking home education.

I have previously advised you that [Student Name]'s attendance is a matter of concern. We have tried to work with you and implemented a range of strategies to encourage [Student Name]'s regular attendance at school without success.

Strategies attempted include the following:
[insert a list of strategies offered or attempted here]

I have recently reviewed [Student Name]'s pattern of attendance and it is clear that absences without a good reason being provided are still at an unacceptable level. A summary of absences is attached for your reference. It is very important that we work together to resolve this issue and I intend to consult with [Name and Role of Appropriate Network or Regional Officer], at [Location of Officer] to provide additional support and advice.

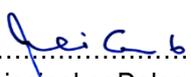
I will ask the officer to assist me to review the case and provide advice to the school. As part of this process, the officer may contact you directly and arrange a meeting to discuss [Student Name]'s attendance or attend a planning meeting so we can develop further strategies together.

If [Student Name]'s attendance does not improve through these strategies, I may ask you to attend a formal meeting to discuss the situation and will advise you in writing if this will happen.

In the event that we are unable to resolve this situation together it may be necessary to refer the matter to the Department's solicitors for legal action.

It is important that we work together to resolve the issue.

Regards


.....
Principal or Delegate

.....
Date



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Appendix C

Dear

In accordance with our School Rules Policy, this letter is to notify you that your child
has been collected after 3:30pm on the following three occasions this term:

1. (insert date, time of collection and person collecting the child...)
2. (insert date, time of collection and person collecting the child...)
3. (insert date, time of collection and person collecting the child...)

The collection of on these 3 occasions was made only after telephone attempts to yourself by our office staff.

If you are unable to collect your child yourself, we would like to suggest the following options:

- Be proactive by making an alternative arrangement with a known adult to collect your child on time.
- Call the school should there be an emergency reason you cannot collect your child by 3.30pm.
- Enrol your child in Camp Australia out of school hour's care.

Should this late collection become any more frequent you will be requested to attend an appointment with myself to assist you to organise alternative arrangements.

Regards

.....

Principal or Delegate

.....

Date