



# 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 PROCEDURES

### Aim

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.

Sources of Authority	
CECWA Policy	Student Attendance
Executive Directive	Student Safety, Wellbeing and Behaviour Executive Directive

### Scope/Definition

Applies to all students enrolled at Good Shepherd Catholic School.

### Principles

1. School gates open at 8:30am for students to begin arriving on the school grounds
  - a. Children should not be on the school premises prior to 8.30am
  - b. No supervision will be provided prior to 8.30am and parents remain responsible for their child/ren until this time
  - c. The only exception to this is if there is an organised school-based activity, staff will provide supervision prior to 8:30am for the activity
2. Between 8:30 and 8:40am children are to go to the Undercover Area with their school bags and remain seated in the class allocated area, until the 8:40am bell where a duty teacher will release them to walk to class
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. 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.
5. 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 must provide a written explanation if a child is absent

- b. Parents of children who are late for school (after 8:50am) are required to provide written explanation or a Late Note requesting an explanation will be sent home with the child. (Appendix A)
- 6. Where a child is regularly late for school the Teacher or Principal will commence a process with the family, to address the concern within the guidelines of The School Education Act
- 7. 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).
- 8. 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.

## Student Attendance Process

Each school is required to keep accurate attendance records for all its students. This includes taking attendance. Attendance must be recorded by teaching staff at least:

- twice per day for primary and specialist schools
- in every class for secondary schools.

Although all school staff are vital in supporting regular student attendance, the principal is responsible for:

- Keeping accurate attendance records for every child enrolled in the school; these can be stored electronically but must be able to be reproduced in written form.
- Maintaining records for the appropriate period of time under the School Education Regulations 2000.
- Managing alternate attendance arrangements.
- Implementing plans and strategies to encourage regular attendance.

Records must include:

- If the student was physically present or not.
- If the student was attending a different approved activity (the teacher running that activity must also record attendance).
- Any reasons given for an absence.
- If the reason for the absence is reasonable (see examples).
- A flag for unexplained absences (removed if a reason is given later).
- Information about any unsatisfactory attendance at school or classes.
- A mark for half-day attendance if the student is present for at least two hours of instruction.

**Authorised absence (EXPLAINED)** – A principal can record an absence as ‘Authorised’ if there has been a reasonable explanation for a student’s absence.

A reasonable excuse for the purposes of explaining a school absence can include:

- medical or dental appointments
- bereavement or attendance at a funeral, including Sorry Business
- illnesses and accidents
- unforeseen and unexplained circumstances
- compliance with another law that results in the child’s absence
- The child is receiving distance education through a registered school
- The child is undertaking approved education, training and/or employment
- The child has been suspended
- The child is attending or observing a religious event, culture observance or obligation.

**Unauthorised absence (UNEXPLAINED)** – A principal can record an absence as ‘Unauthorised’ when there has been no reasonable explanation provided for the absence.

If a reason is given to the principal and it is not approved, then the school will notify the parent/carer in writing.

In general, it is expected that these absences would not be excused:

- The parent did not seek approval beforehand, or in accordance with school procedure.
- The student was absent due to leisure or social activities without approval.

- The conditions of an authorised absence were not met (for example, a student absence learning plan during a family holiday was not completed).
- The parent has provided no explanation for the absences.

**Principals** should make sure attendance data is regularly monitored and analysed to look for attendance patterns. Patterns of absences can be across the school, a class or at the individual student level. Having accurate data, including the reasons for absences, is important for:

- developing improvement strategies for students
- reporting for funding requirements
- using as evidence when there are attendance concerns.

### **Parents/Guardians responsibility**

Parents/guardians must enrol a child of compulsory age at a registered school and ensure the child attends school at all times when the school is open for instruction.

Parents/guardians must provide an explanation for any absence their child has and work in partnership with the school to support attendance.

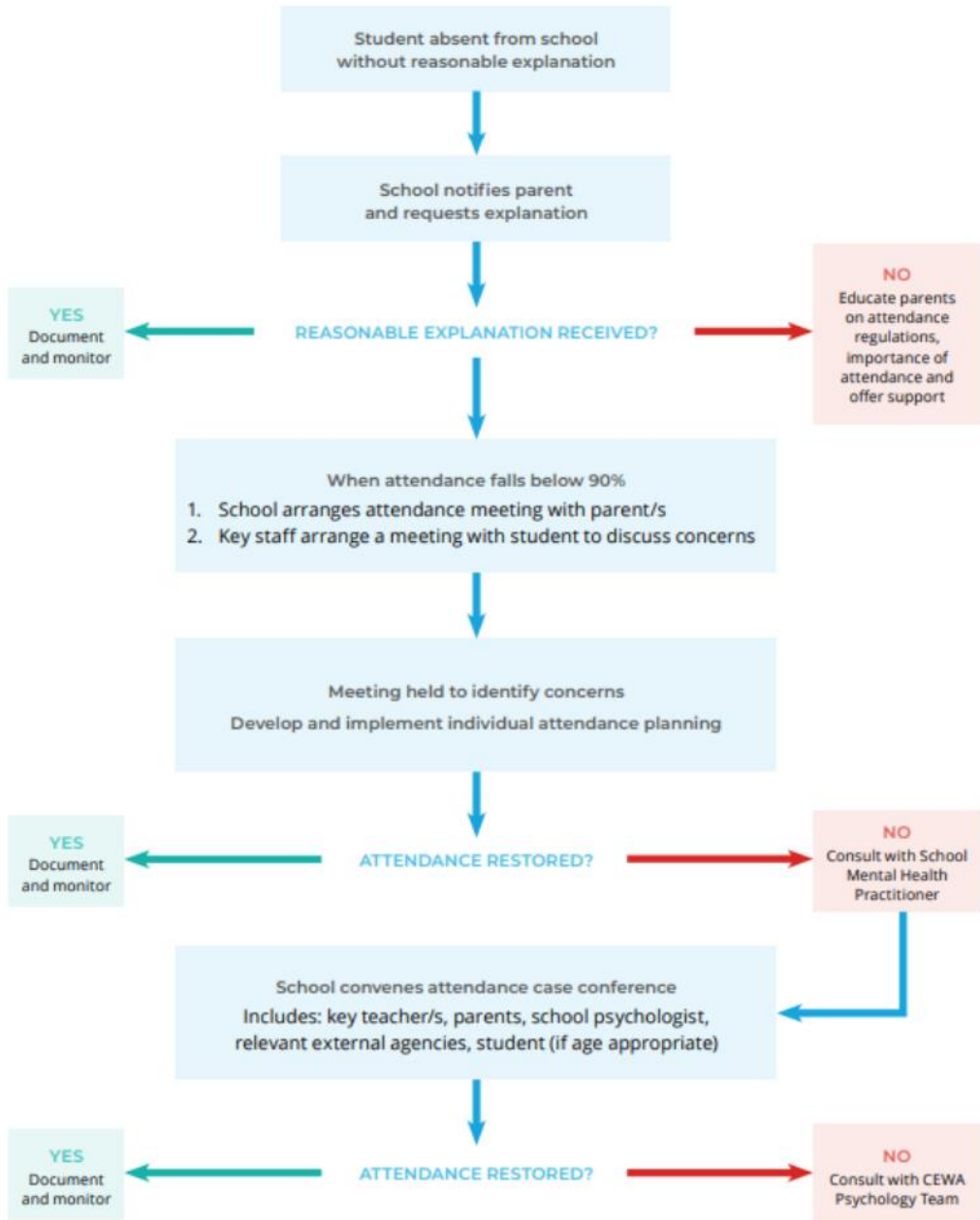
The parent/guardian of the student is required to:

- Ensure the child attends school at all times when the school is open for instruction, unless complying with an arrangement under section 24.
- Provide an explanation for any absence their child has within three days.

Effective Date	2021	Next Review	2024
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# Student Non-Attendance Flow Chart

## Student Non-Attendance Flow Chart



Appendix A



# Good Shepherd Catholic School

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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 8:50am 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



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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 hours 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