**ATTENDANCE POLICY**

**Purpose**

Perth College expects all students to attend school on a daily basis as required by the School Education Act. The School monitors and records the attendance of all students enrolled in the School, identifies students with attendance issues and implements appropriate measures to restore regular attendance. Parents should not take their children out of school during term time. If there are extenuating circumstances, parents must apply in writing to the Principal (or delegate) for permission to take their child out of school.

**Scope**

This policy applies to all students of Perth College.

**Associated Policies and Procedures**

Enrolment Policy and Procedures

Assessment and Reporting Policy and Procedures

Review of Student Learning Policy and Procedures

Critical Incident Policy and Procedures

Emergency Management Procedures

Positive Peer Relationships Policy and Procedures

Students with Medical Conditions Policy and Procedures

Positive Student Behaviour Policy and Procedures

Elite Performance Policy

**Relevant Legislation and Authority**

School Education Act 1999

School Education Regulations 2000

**Review**

This policy will be reviewed on an annual basis.

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| **Date Approved** | January 2013 |
| **Date for Review** | July 2023 |
| **Policy Owner** | Director of Wellbeing, Director of Junior School |
| **Authorisation** | Leadership Team |
| **Amendment History** |
| **Date** | **Amendment** |
| July 2022 | Updated terminology and annual review [Director of Junior School] |
| July 2021 | Annual review. [Head of Senior School] |
| May 2020 | Annual review. [Head of Senior School] |
| May 2019 | Updated titles and roles reflective of Heads of Year and Student Services. [Head of Senior School] Inclusion of ‘Unexplained Absences’ in JS procedures and change from daughter to child terminology throughout the document. [Head of Junior School] |
| March 2018 | Updated procedures to reflect reference to SPACE, installation of new Synergetic arrival/departure electronic terminals and Junior School procedures. [Head of Senior School] |
| April 2015 | Addition of Junior and Senior School Absentee Request form and Synergetic terminal in Hub.  |

**ATTENDANCE PROCEDURES**

**WHOLE SCHOOL ATTENDANCE PROCEDURES**

The School Education Act 1999 and the School Education Regulations 2000 require the Principal to ensure that attendance records are kept showing for each day “whether a student attended or participated in an educational program; or failed to so attend and participate”.

The Senior School records absences for every class, in every day of the school year, unless there is a carnival, excursion, camp or similar event where the absentees are marked at the beginning of, and often during, the event to record attendance.

The Junior School records absences every day of the school year before 8.45 am and again later in the day. These records are kept in Synergetic and can be reproduced in printed form at any time.

Absentee data is kept for seven years from the day in which the enrolment ceases.

**SENIOR SCHOOL ATTENDANCE PROCEDURES**

**Marking Absentees**

Accuracy in the marking of student absentees is most important and is a legal requirement. Classroom teachers mark the roll via SPACE in the first 15 minutes of each lesson. The Hub monitors absences and make changes to Synergetic when students sign in or out, attend excursions/trips/tours, are absent for short or extended periods of time. Unexplained absences are investigated by contacting parents, Heads of Year or the Head of Student Wellbeing (Years 7 to 12)

Students leaving class to visit the Health Centre or Library are required to use the Synergetic arrivals/departures electronic terminal. Students timetabled for private study in Excelsior House are required to sign in for this class using the Synergetic arrivals/departures electronic terminal located at the building’s reception.

**Late Students**

If a student arrives late they report to the Hub to sign in using the Synergetic arrivals/departures electronic terminal, immediately on arrival. The student then takes their Late Slip to the class teacher. Parents are expected to contact the Hub to explain why their child was late, if not an SMS will be sent to the parent informing them that the child was late.

**Unexpected Absence**

If a student is unexpectedly absent, parents are asked to contact the Hub prior to 9.15am on the first and any subsequent days of absence to leave details of the reasons for and extent of the absence.

**Expected Absence**

If parents know in advance that their child will be absent from school for an appointment or short period of time, they should contact the Hub via phone, SPACE, email or SMS. Parents may also email the Kaya teacher, who will pass this information to the Hub and Heads of Year.

**Extended Absence**

If parents know in advance that their child will be absent from school for a period of more than 3 days, they are to complete the Senior School Absentee Request form available via SPACE. They are expected to advise the School of this as early as possible, explaining the reason for the absence. The Principal approves these extended absence requests. In cases of prolonged illness, parents should contact the Head of Year who will advise the parents as to the best way of managing academic commitments. Case management will occur in cases of prolonged illness.

**Unexplained Absences**

The parents of any student who is marked absent without prior notification to the School will be sent an SMS message from the Hub alerting them to this absence. Parents should contact the Hub as soon as possible to provide an explanation for the absence.

**Patterns of Absence/Lateness**

It is the responsibility of the Head of Year to follow up any patterns of absence or lateness and to develop any appropriate support interventions. The Heads of Year receive a weekly Synergetic report listing students who have been recorded late or their absence is unexplained. Students who are absent due to injury, illness or other reasons can engage with their learning via SPACE in the first instance. All course work and instructions are available to students via this platform.

Case management will be provided where regular attendance at school has been interrupted, and the student needs support or intervention to continue their education. Advice and strategies from medical, psychological or other professionals will be incorporated into a support plan for the student. Where necessary, the Department of Education Regional Engagement Team will be contacted where the family is not working with the school to make progress towards returning the student to regular attendance at school.

It is the responsibility of the parent to contact subject teachers when a student is absent for an assessment. Missed assessments should be completed as soon as possible when the student returns to school. A medical certificate may be required to verify absence where a test or assessment has been missed.

**When a Student Leaves**

If a parent decides to withdraw their child’s enrolment at Perth College, they must notify the Principal in writing. If contact is made via telephone, the parent will be asked to put their request in writing, confirming the date of withdrawal. This will be confirmed by the Enrolments Engagement Manager, who will email notification of the withdrawal to the relevant staff. The Enrolments Engagement Manager then marks the student as *Left* in Synergetic. The Head of Year will, in conjunction with the student, complete an Exit Checklist. A transfer note will be sent by the new school, confirming their enrolment.

**JUNIOR SCHOOL ATTENDANCE PROCEDURES**

**Marking Absentees**

Class teachers complete daily attendance on SPACE by 8.45 am each day and after lunch. Specialist Teachers mark attendance at the beginning of their lesson. In the absence of a class teacher, a relief teacher will complete a class list of absences which is then given to JS Administration. Junior School Administration updates Synergetic records from this roll.

**Late Students**

Parents must sign in students who are late to school, using the Sign In and Out Register held in Junior School Reception or Main Reception. Junior School Administration updates Synergetic records from this register.

**Unexpected Absence**

If a student is unexpectedly absent, parents are asked to ring the Absentee Line prior to 9.00 am on the first and any subsequent day of absence or can email the absentees email address.

**Expected Absence**

If parents know in advance that their child will be absent from school for an appointment or short period of time, they should contact Junior School Reception or email their child’s class teacher. Parents must complete the Sign In and Out Register held at Reception to sign out their child prior to leaving school.

**Extended Absence**

If parents know in advance that their child will be absent from school for a period of more than three days they are to complete the Junior School Absentee Request form available on SPACE. In cases of prolonged illness, parents should contact the class teacher and the Director of Junior School who will advise the parents as to the best way of managing commitments.

**Unexplained Absences**

The parents of any student who is marked absent without prior notification to the School will be sent an SMS message from the Junior School Reception alerting them to this absence. Parents should contact the Junior School Reception as soon as possible to provide an explanation for the absence.

**Patterns of Absence/Lateness**

It is the responsibility of the class teacher to follow up any patterns of absence or lateness and to inform the Director of Junior School if any support interventions are required. Case management will be provided where regular attendance at school has been interrupted, and the student needs support or intervention to continue their education. Advice and strategies from medical, psychological or other professionals will be incorporated into a support plan for the student. Where necessary, the DETWA Attendance Co-ordinator will be contacted where the family is not working with the school to make progress towards returning the student to regular attendance at school. A medical certificate may be required to verify the absence.

**When a Student Leaves**

If a parent decides to cease their child’s enrolment at Perth College, they must notify the Principal in writing. If contact is made via telephone, the parent will be asked to put their request in writing, confirming the date of withdrawal. This will be confirmed by the Enrolment Engagement Manager, who will email notification of the withdrawal to the relevant staff. The Enrolment Engagement Manager then marks the student as *Left* in the school computer system, Synergetic. A transfer note will be sent by the new school, confirming their enrolment.