

ATTENDANCE GUIDELINES

1. Rationale

Where a student is enrolled in Aranmore Catholic College, the *School Education Act 1999* requires that the student regularly attends the College on site or an educational program of the College elsewhere as directed by the Principal.

2. Definitions

Authorised Absence

An absence where the reason provided by the parent/guardian is considered to be legitimate and is deemed acceptable by the Principal

3. Principles

Aranmore Catholic College has a moral and legal responsibility to create and maintain a safe and positive learning environment, which promotes engagement and participation by its students. The College is accountable for the management of regular school attendance.

Consistent attendance and participation at the College are essential factors for achieving social and academic learning outcomes.

4. Procedures

4.1 Student Absence

According to the guidelines and policy set by The Department of Education, a student's attendance is considered to be at risk if it falls below 90% - ie a total of 5 days absent in a 10-week term. Parents/guardians are required to notify the College if their child is going to be absent from the College on any designated school day, and the College is required by law to keep a record and substantiation of that absence. The following points outline the processes required by the College and parents/guardians regarding absences.

- I. For every authorised absence, parents/guardians must notify the College by either telephone, email, SMS, or a written note. The *School Education Act 1999* requires that an explanation of a student's absence is provided within three school days from the start of the absence.
- II. In the case of an extended authorised absence of more than five (5) consecutive school days due to illness, it is mandatory that parents/guardians supply the College with a Doctor's certificate.
- III. The school may request a Doctor's certificate if there is a pattern of absence due to any type of illness.
- IV. Where parents/guardians wish to take their child/children on a holiday, family event, or otherwise withdraw them from classes, and this absence would cause the

attendance rate of the child to fall below the 90% mark (80% for Aboriginal or Overseas students), they are required to contact the College Principal or Dean of Students to discuss the matter, and must also supply written notification prior to the absence. *[The College Assessment Policy clearly outlines absences that are not endorsed by the College. See para 5.6 of Assessment Policy].*

- V. If a student's attendance drops below 90%, the student's absence is deemed to be a risk-factor for their schooling success. Contact with the parents/guardians will be made to highlight this. Following this, it is likely that a meeting will be arranged by the Dean of Students with guardians to find solutions to address the absentee rate.

4. 2 Persistent Student Absence

If a student has been identified as being an irregular or chronic non-attender and repeated efforts to work with parents/guardians to restore attendance have not been successful, the Principal may

- I. implement an *Attendance Improvement Plan* which will consist of a consultation phase, a formal meeting if the attendance is not restored through the consultation, and a process to monitor and review engagement with the plan.
- II. document all intervention strategies to address a student's attendance, to clearly establish that all reasonable and practical steps have been taken to restore attendance.
- III. refer the student, where absence persists, to the K-10 Attendance team (Years 7 – 10), or the Participation Officer (Years 11 – 12).

4.3 Punctuality

At the start of the day

It is the joint responsibility of the student and parents/guardians to ensure that the student arrives on time at the start of the day. Vital learning is missed when students are late in the morning. Procedures around this include the following:

- I. Students who arrive late to school must report to Student Services to register their arrival and show their note explaining the reason for their lateness.
- II. If a student has an accumulation of THREE unexplained/unauthorised late arrivals, the Dean of Students will manage the matter, and issue detentions where required. The Dean of Students will work with the parents/guardians to find causes and solutions to the punctuality matter.

During the day

It is the responsibility of students and teachers to ensure that students arrive on time at the start of each lesson. Procedures around this include the following:

- III. Students who are delayed by a staff member should request a note to be written in their Student Diary for the following teacher.
- IV. When students arrive late to class, the tardiness is recorded on SEQTA; a pattern may result in appropriate consequences. Repeated lateness will be viewed as a serious issue, and referred to the Dean of Students. No student is allowed out of class without a note being made in the Student Diary.

5. References

Department of Education 'Student Attendance policy' January 2015 (updated October 2018)
Version 3.4

6. Related Documents

School Education Act 1999 (WA)
School Education Regulations 2000 (WA)
Parental support and Responsibility Act 2008 (WA)

7. Review History

2015 Originally released
2016 Reviewed
2019 Reviewed

8. Next Review

2023