



Student Attendance Policy and Procedure

Since 2008, education and/or training is compulsory for students until the end of the year in which they turn 17. Under the legislation, it is the duty of the parent/carer to ensure that a student of compulsory school age is enrolled and attends school or a registered training institution.

Regular attendance is essential to assist students to maximise their learning potential. The probability of success in learning is strongly linked to regular attendance equal to or greater than 90%.

Applecross Senior High School:

- Believes that students enrolled must attend all day on every school day
- Monitors, communicates and implements strategies to improve a student's attendance in consultation and with support from carers
- Believes truanting could place a student in an unsafe situation
- Gives detentions to those students who choose to deliberately miss classes and jeopardise their learning opportunities
- Notifies parents of any truancy breaches

Indicators of students at risk are:

- Frequent lateness
- Leaving school without permission (truancy)
- Unexplained absences

Parents/carers will be contacted if the student is deemed to be at risk due to poor attendance by the Student Services Management team.

Student Attendance Procedures

All students are expected to:

- be at school during their normal timetabled hours, or
- be absent only with their parents' or the school's permission

Students are expected to attend school on all days, including sports carnivals and excursion days. Punctuality in arrival at school is a requisite. Hours of attendance at Applecross Senior High School are 8:20 am-2:50 pm unless students have a Period 6 class under a flexible timetable arrangement in Senior School.

We strongly discourage parents from taking planned holidays during term time. The school strongly encourages *scheduled* school holidays for personal holiday planning.

Applecross Senior High School acknowledges that holidays are an enriching experience, but by law, every student is expected to attend school every day. Teachers are not obliged to accommodate students on holiday with learning programs. Catch up work will be provided when a student is absent in the case of illness. Students whose absence is not approved will be given a zero for all missed assessments.

Parents who wish to remove their children from school for reasons other than medical are asked to contact Applecross.shs.attendance@education.wa.edu.au. The reason will then be assessed by the school, and parents will be informed if it has been approved or not in line with the school's Whole School Assessment Policy. Family holidays are unlikely to be approved. Each case will be assessed individually.

Mr Rex Lilleyman, Associate Principal of Student Services

Rex.Lilleyman@education.wa.edu.au.

Students who are absent from school for an entire day

Students who are absent from school for an entire day must bring a note of explanation **as soon as they return**. This note should clearly state the student's first name, surname, homeroom, the date(s) and reason for the absence. The note must be given in to reception within the Student Services building. Parents are requested to ring the school by 9.30am on the day of their child's absence or alternately send a SMS to **0437 280 794** or email

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Students late to school

Students late to school are expected to report to the Student Services Centre with a note or alternately send a SMS to **0437 280 794** or email

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have their name recorded and receive a docket which enables them to enter their class. The use of the Student SmartRider is used to record their attendance through the attendance kiosk. If there is **no acceptable reason** (see list of acceptable reasons below), the student will be given a detention for lunchtime that day.

1. Medical Appointment (must be accompanied by a note/SMS/email or phone call from a parent)
2. Illness (verified by the parent)
3. Approved Educational Activity

Students needing to leave during the day

Students needing to leave during the day are expected to bring a parent's note or alternately send a SMS to **0437 280 794** or email

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stating permission to leave, which outlines the reason and the time the student needs to leave

- Report to the Student Services Centre prior to school or during recess/lunchtime, have their name recorded and receive a Leave Pass from the reception desk. The student's SmartRider is used to sign out through the kiosk.
- Sign in at the Student Services Centre if they return to school later that day
- **Parents are to report to the School's Administration building and sign in prior to collecting their child. Students will meet their parent in the School's Administration building.;**

Students who do not meet the minimum attendance requirements

The school will support students who do not meet the minimum attendance requirements in one or more of the following ways:

- The student will meet with the Year Coordinator to discuss possible issues surrounding attendance
- Parents will be invited to an informal meeting
- Parents and students will be invited to attend an Individual Attendance Plan (IAP) meeting
- The student may be referred to the Student Engagement Team at regional office for further support and strategies to improve attendance
- Monitoring and review of attendance, and subsequent meetings including an invitation to convene and participate in an Attendance Panel

Failure to adequately engage with the Student Services Management team on issues to improve attendance and therefore jeopardise educational outcomes may result in regional office being invited to offer further support in the home and school through outside agency referrals.

Illness or injury at school

If your child falls ill or is injured whilst at school, the School Nurse will contact the Parent/ Guardian listed on our records to come and collect their child. Students are not to call home on their mobile phone, or leave the school premises without the School Nurse's permission and a parent or designated guardian arrives to collect them.

Parents are to report to the School's Administration building and sign in prior to collecting their child from the medical centre. All students must sign out of the school through the student services kiosk in reception.