



Student Attendance Guideline

1. Purpose

To detail the attendance requirements for children attending St Joseph's Catholic Primary School Pinjarra.

'School is compulsory from Pre-Primary (one year prior to Year One) until the end of secondary schooling. The School Education Act (1999) requires compulsory aged students to participate in the educational program of a school.

Parents/Guardians must enrol a child of compulsory school 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.

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

2. Scope

This guideline applies to the parents/guardians of students enrolled at the school.

3. Guidelines

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 (under Section 23 of The School Education Act 1999);

A student must, on the days on which the school is open for instruction, either:

1. attend the school at which he or she is enrolled;
2. or otherwise participate in an educational program of the school whether at the school or elsewhere, as required by the principal; or
3. comply with an arrangement under section 24 (Arrangements Alternative to Attendance).

Attendance is measured as the number of actual full-time equivalent student days attended by full-time students in Years One to Ten as a percentage of the total number of possible student days.

Educational Risk is defined as :

- Moderate (60 – 79%)
- Severe (< 60%)

The School continues to work with our families to ensure students do not fall into the severe attendance category. Class teachers will initiate concerns with families and the Leadership team to circumvent students becoming at risk. If low attendance continues, the Leadership team will organise a family meeting. Attendance rate in the Severe Category, could result in a modified, ungraded report.

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 may include, but is not limited to:

- Medical or dental appointments
- Bereavement or attending a funeral (including Sorry Business)
- Illnesses and accidents
- Unforeseen and unexplained circumstances
- If the absence was a result of complying with another law
- 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 policy
- The student was absent due to leisure or social activities without approval
- The conditions of an authorised absence was not met e.g. a student absence learning plan during a family holiday was not completed
- The parent has provided no explanation for the absences

Parents/Guardians Responsibility

Parents/guardians must:

- enrol a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction.
- provide an explanation for any absence their child has and work in partnership with the school to support attendance.

Parent/guardian are required to:

- Provide an explanation for any absence their child has within three days, along with a medical certificate as appropriate

Authorised by	Joy Ketteringham	Signature:	
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