



# ATTENDANCE POLICY

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## POLICY DETAILS AND DOCUMENT MANAGEMENT

**Author:** Principal

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| Policy Level  |                                     | Dissemination    | For Application                     | For Information                     |
|---------------|-------------------------------------|------------------|-------------------------------------|-------------------------------------|
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| School        | <input checked="" type="checkbox"/> | Executive Staff  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|               | <input type="checkbox"/>            | Administrators   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>Access</b> | <input type="checkbox"/>            | All Staff        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Open          | <input checked="" type="checkbox"/> | Students         | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
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## REVISION HISTORY

| Published  | Version | Approved By | File Name         |
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|            | 1.0     | Board       | Attendance Policy |
| 24/11/2025 | 2.0     | Board       | Attendance Policy |
|            |         |             |                   |

## GENEALOGY

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| This Policy replaces: Attendance Policy V.1  |
| This Policy was cancelled and superseded by: |

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## OVERVIEW

This policy is provided to all students, parents, guardians, carers and staff at Emmanuel Christian Community School. This policy is included in the Parent Handbook and on the school website.

This policy provides information and advice about staff, parent and student obligations and expectations associated with school attendance and managing attendance.

Emmanuel Christian Community School, parents and guardians share responsibility in relation to student school attendance.

A parent or guardian has a legal obligation to send their child/ren to school every day, to participate in all school activities during school terms and to provide an acceptable explanation when they are unable to attend school for one or more days.

Emmanuel Christian Community School is responsible for recording, monitoring and managing attendance, reporting absentee concerns to parents and ensuring compliance with Department of Education and other associated legislated requirements. This applies to both face to face and online learning.

## SCOPE

All Administration and teaching staff of Emmanuel Christian Community School, students and parents must comply with this policy.

The School is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all staff and volunteers to share this commitment.

## CONTEXT

Emmanuel Christian Community School may, from time to time, review and update this policy to take account of changes to the school's operations and practices and to make sure it remains appropriate to the changing legal and school environment.

Emmanuel Christian Community School fosters and maintains a safe and positive learning environment which promotes engagement and participation as well as providing a supportive learning environment and an engaging and relevant curriculum to create conditions conducive to regular school attendance. Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes.

## POLICY

### **School Education Act 1999 and the Student Attendance Policy**

The School Education Act 1999 and the **Student Attendance Policy** provides the statutory framework for the operation of all schools in Western Australia and outlines the mandated procedures for managing student attendance within WA schools. It is issued by the DEPARTMENT OF EDUCATION to provide information for parents and WA schools.

The Department of Education supports parents/carers to take responsibility for their child's attendance at school. Failure of parents/carers to engage with the school or comply with agreed Attendance plans may require parents to remove their child from the school. Parents/carers will then need to enrol their child at another independent or State school. The Department of Education may seek to prosecute where all other efforts to engage a parent voluntarily have been unsuccessful.

## RESPONSIBILITY

### 1. School Principal

When a student's attendance falls below **80%**, the principal is required to investigate the matter and develop a plan (in consultation with the family) to address and restore regular attendance. Developing the habit of going to school every day is vital so children do not miss out on important ideas and skills they need for future learning.

### 2. Teaching Staff

Teaching staff are required to record all student absences by taking the morning or afternoon roll through SEQTA. For secondary students, teachers are required to take the roll every period. All attendance matters/issues are to be communicated to the Attendance Administration so they are recorded accurately or followed up in a timely manner.

### 3. Parents

Parents and guardians are responsible to ensure their child/ren attends school on time every day during school terms and any approved school activities and provide reasons for their absence if they are unable to come to school for one or more days.

### 4. Students

Students are required to be present at school from 8:30 AM till 3:15 PM unless a valid written note is provided. They are not permitted to leave the school premises between this time without teacher's permission or being signed out by their parents.

### 5. Attendance Administration

The nominated attendance officer is required to follow up reasons for absence if no contact is made by phone, text or email. If no further reason is provided via SMS, Email or phone call, a letter is sent to parents and guardians to inform them of the absence and requesting them to complete, sign and return an explanation of absence.

As directed by the Department of Education WA, Emmanuel Christian Community School must record student attendance in writing, the reason given for each absence. This is necessary to:

- Meet legislative requirements
- Discharge schools' duty of care for all students
- Assist calculation of the school's funding

Accurate and comprehensive student attendance records, including the reasons for any absences, also allow schools to monitor the effectiveness of attendance improvement strategies.

It also provides evidence for any further enforcement proceedings including issue of an Infringement Notice (and any appeal) and court proceedings if it appears a parent may not have met their legal obligations to ensure their child attends school.

### 6. Supervision

Parents and guardians are encouraged to bring their children to school after 8:15am. While we request that children not arrive before this time, the school has staff on duty from 8:00am to supervise any students who arrive early. However, students arriving before 8:00am will not be supervised.

Students should be collected promptly when school finishes. If parents cannot pick up their children on time,

they should contact the school administration office to alleviate any concerns or distress their child/ren may experience. These situations should be the exception not the rule, because of the inconvenience it creates for staff who have other responsibilities to attend to.

## ATTENDANCE COMMUNICATION

Parents are required to sign the conditions of enrolment on the enrolment application which includes attendance and participation of their child/ren in all school activities which are compulsory and therefore parent notes are required for Non-Attendance.

Students are required to be punctual and should be present at all lessons unless unwell or have another legitimate reason.

***Absences should be communicated to the school office by 9am on the day of absence.***

This can be done in several different ways:

- 1) Using the SEQTA Engage app "Absence" Module
- 2) SMS (0418 793 030) or Email ([attendance@eccs.wa.edu.au](mailto:attendance@eccs.wa.edu.au)) the school attendance officer with the following details:
  - Child's full name
  - Class/Year level
  - Date of absence(s)
  - Reason
- 3) Phone call (9342 7377). Note that the phone line can get very busy in the morning, so it is preferred that parents use one of the previous methods if possible.

An SMS will be sent on the day of absence if a reason is not supplied by 9am, and subsequent phone calls/emails/letters until the absence is resolved.

If there is no further contact with the school and absence is still unresolved, an email is sent at the end of the week (Every Friday). If the absence remains UNRESOLVED, a letter is sent to the parent to provide an acceptable reason. Parental interviews with the Principal or Deputy Principal will be required for those who are continually late or absent from school.

### **AUTHORISED PERSON (Person Collecting A Student)**

Parents are required to nominate a list of adults eligible to collect their child when they complete an enrolment form and staff will strictly adhere to this. People authorised as emergency or daily pick-up are assumed to be able to collect a child. **It is the parents' responsibility to maintain current records on enrolment forms and advise staff accordingly of any changes to these details.**

**A PARENT AUTHORISATION FORM SHOULD BE COMPLETED BY ALL PARENTS PRIOR TO ANY UNFAMILIAR PERSON COLLECTING A STUDENT (see example of this form in Appendix 1).**

**TO ENSURE THAT STAFF KNOW EXACTLY WHO IS COLLECTING A STUDENT, THE FOLLOWING PROCEDURE IS TO BE ADHERED TO EVERY DAY:**

- People authorised as emergency or daily pick-up are assumed to be able to collect a student.
- **It is the parent's responsibility to complete a 'Parent Authorisation Form', maintain current records on enrolment forms and advise staff accordingly of any changes to these details.**
- Kindergarten and Pre-Primary children are required to be brought in and collected from their relevant classrooms by a parent or responsible/authorised adult.
- Parents are required to make contact with a member of staff before leaving their child.
- Parents are required to record the name of any nominated person/s on the sign in sheets if unable to collect their child that day.

*Children will only be permitted to leave the Kindy with adults listed on the PARENT AUTHORISATION FORM (including parents of other enrolled children). PARENTS CANNOT ATTEMPT TO BYPASS THIS PROCEDURE. Our Duty of Care requires us to insist this procedure is followed.*

## ATTENDANCE

Parents MUST comply with their compulsory schooling or compulsory participation obligation by providing a satisfactory reason for absences either before or on the day of the absence, or as soon as practicable. Where possible, parents should inform the school in advance of upcoming absences.

### ACCEPTABLE REASONS:

- Sickness/Medical/Dental
- Danger of being affected by an infectious or contagious disease
- Temporary or permanent infirmity/disability
- Bereavement within the family or of a close friend/relative
- Family trauma
- Surgery

### UNACCEPTABLE REASONS

- Truancy
- Helping at home or at parent/guardian's place of work
- Part-time or casual work
- Appointments which could be made outside of school hours (including driving lessons and tests)
- Holiday

### LATE ARRIVAL

All Students who come to school late should report to the front office to SIGN IN via KIOSK (IPAD located at both campus reception) – the school's electronic sign in/out system. The student will take a YELLOW SIGN IN CARD and should present it to the class teacher before being allowed to join the class.

Students who do not present a card will be sent back to the office to get one.

### EARLY DEPARTURE

All Students who need to be taken out of school during school hours will be required to SIGN OUT via the same KIOSK (IPAD located at both campus reception) – the school's electronic sign in/out system. The student will take RED SIGN OUT CARD and should present it to the class teacher before being allowed to leave the class.

Parents signing out their child without presenting the red sign out card will be sent back to the office to get one.

Students must sign back in via the KIOSK if returning from any appointment.

### STUDENTS ABSENT FROM SCHOOL FOR AN EXTENDED PERIOD DUE TO SICKNESS OR INJURY

Any student who is absent from school for an extended period due to sickness or injury must provide written note from parent and/or medical certificate.

In the event of a child being sick or involved in an accident at school, parents are contacted as soon as possible. Parents need to ensure that the school is provided with current contact details. The school must be informed of any changes in telephone numbers, addresses or the emergency contact person. **It is of utmost importance that personal details are current.** The school will seek an update of all household details on an annual basis, usually at the beginning of every year.

## **ACCEPTED LEAVE**

This is leave sanctioned by the Principal for any student who is representing the school, state or nation at an approved sporting or cultural event. It is the parents' responsibility to apply for this leave at least three weeks prior to the absence. Teachers will endeavour to support the student's ongoing education and minimise the impact of the absence on marks or outcomes, particularly if the student meets the negotiated work submission requirements.

## **SCHOOL EXCURSIONS**

School Excursions are an approved school activity. Class teachers will take the roll before leaving the school grounds and the Attendance Administrator will mark them as present on the class roll. Teachers are required to let the Office Administration know if students are absent from an excursion, incursion, sporting carnival or camp as these are compulsory events.

## **PERMISSION TO BE OUT OF CLASS**

No student is allowed out of class without permission from a teacher.

### **School Boundaries:**

1. All students must stay within the school boundaries at all the times.
2. Students are not permitted to leave the school grounds without parent supervision. This applies at all times, before school starts, during school hours and after school hours. It is the responsibility of the parent to pick up their children soon after 3:15 PM.
3. Students may not go to the park/oval without permission during school hours.
4. No buildings on the grounds may be entered without staff consent.
5. Respect for personal safety of others and care of their property is necessary.
6. Bicycles must not be ridden in the school grounds. They must be walked once inside school property, then placed in a bike rack until after school. Students who ride bicycles must wear safety helmets.

## **FAMILY HOLIDAYS**

Parents must inform the school Principal in writing about any planned family holidays. The Principal will acknowledge the absence but will not approve it. Emmanuel discourages extended absences from school, as this significantly disrupts learning programs and the academic momentum of students absent from them. Homework will not be provided during the absence.

Absence from school due to family holidays is deemed to be taken at the discretion of the family– thus there is a choice in the matter. It is not an accepted or endorsed absence and should therefore be avoided as a reason for absenteeism from school. Parents must take responsibility for the consequences of this absence. The timetable, learning program and assessment schedule will proceed. Students have course and assessment outlines for all upper school courses and many lower school subjects. Teachers may or may not be in a position to make arrangements to allow a student to meet assessment requirements.

Teaching Staff cannot be expected to undertake a significant additional workload or jeopardise the integrity of their tests and assessments in order to meet the needs of students who are absent under these circumstances. As a consequence, there is a real possibility that a student's results will be affected.

The school is limited in its ability to support students who travel overseas at times when assessments are scheduled. This is especially critical prior to holiday breaks. Families should avoid removing students at this time unless there are exceptional circumstances. Reports will not be posted or issued early for students.



## TRUANCY

A student who truant (absents themselves without authority) on a day or from a class, has chosen to forego their educational opportunities and, as a consequence, a mark of zero or an outcome of “not demonstrated” will normally apply for any school assessments. Students who truant will face detention and parents will be notified of the truancy and it will be recorded as such on the school’s attendance records. Repeated acts of truancy will result in additional detention penalties and parents will be required to meet with the Principal to address the behaviour.

Where a member of the public notifies the school that an Emmanuel student has been sighted in public and may be truanting, the school will telephone that student’s parent and ask them to bring their child to school.

## IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION

Students are required to continue to meet the requirements of their educational programs. The students (or family) are to advise the Deputy Principal of any difficulties in meeting this requirement. Where tests are set, the teacher or Deputy Principal will organise supervision to sit the test in isolation. The student must be delivered to the school and picked up from the school by a parent or a parent’s nominee. The student will not be permitted to access any other part of the school or communicate with other students whilst at the school. The student is expected to submit all work by the due date.

The Principal/Deputy Principal is required to notify Office Administration and all relevant teachers if a student has been placed on In-School or Out-of-School Suspension, as well as the expected duration of the suspension and when the student returns to class or school. This notification includes the name and class of the student and the expected duration of the suspension.

- For an In-School Suspension, the student will be marked **present** but on **suspension**.
- For an Out-of-School Suspension, the student is marked **absent** but on **suspension**.

## LOW ATTENDANCE PROCESS

When a student has a 20% non-attendance for a term without an acceptable reason, a letter will be sent home explaining the school attendance policy and requirements. If the attendance does not improve within two weeks, another letter will be sent to parents requesting to meet with the Principal to discuss the attendance expectation. A formal letter after this interview will be sent to the parent outlining the attendance expectation for the rest of the year and any unexplained absence must not exceed 20 percent in any term or part there-of. A care plan may be introduced.

If unexplained/unacceptable absences exceed 20% in any term, or part there-of, as outlined in the formal letter, the student may be excluded from Emmanuel Christian Community School. Parents will then be responsible for enrolling their child at another independent or State school.

## RELEVANT LITIGATION OR AUTHORITY


- School Education Act 1999
- Australian Education Act 2013 & Australian Education Regulations 2013
- Registration Standards and Other Requirements for Non-Government Schools
  - Standard 6: Enrolment & Attendance Procedures

## RELATED POLICY

- Enrolment Policy

# APPENDIX 1

## PARENT AUTHORISATION FORM



www.eccs.wa.edu.au

### PARENT AUTHORISATION FORM (PAF)

Date : \_\_\_\_\_ Name of Parent/Guardian: \_\_\_\_\_

| Child/Children's Name/s | Year Level |
|-------------------------|------------|
|                         |            |
|                         |            |
|                         |            |

**AUTHORISE the following:**

| Full Name | Mobile Number | Relationship to the Child |
|-----------|---------------|---------------------------|
|           |               |                           |
|           |               |                           |
|           |               |                           |

Tick all applicable.

☐ Collect my children. |  
Effective: (dd/mm/yy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Or From: (dd/mm/yy) \_\_\_\_ / \_\_\_\_ / \_\_\_\_ To: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

☐ To be taken to the pickup area after school (NOT AN OPTION FOR KINDY)

☐ When contact with me is not possible (after three attempts), provide consent for emergency medical treatment.

☐ When contact with me is not possible (after three attempts), provide permission to contact emergency contact for permission to attend incursion/excursions/school events.

☐ Other Special Arrangements  
Example: 'Will be walking to Salcott from Casserley', 'Will be a temporary guardian for my child/children'  
OR any other special arrangement

\_\_\_\_\_

Parent Signature \_\_\_\_\_ Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**ADMINISTRATION OFFICER TO COMPLETE**

☐ Scanned and saved form on the shared drive

☐ Emailed to teacher (cc ECC K/PP)

☐ Updated in SchoolPRO

☐ Uploaded to SEQTA

Staff Name: \_\_\_\_\_

Date: \_\_\_\_\_