



Attendance Policy

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Introduction

Leaning Tree Steiner School is committed to maintaining accurate attendance records as part of the School's duty of care to its students.

Regular attendance at school is fundamental to student learning. The School monitors and manages student attendance to maximize the learning opportunities of all students.

Related Legislation and Guidelines

- *Occupational Safety and Health Act 1984*
- *Occupational Safety and Health Regulations 1996*
- *School Education Act 1999*
- *School Education Regulations 2000*
- *Privacy Act 1998*
- *Standards Australia AS/NZS 4360:2004 Risk Management*
- *Standards Australia AS/NZS 436:2004 Risk Management Guidelines*

Rationale

Consistent attendance when enrolled at a school is an important aspect of a child's sense of belonging and access to learning opportunities in a school environment. Students of school age resident in Western Australia must on the days on which the school is open for instruction, attend the school at which he or she is enrolled or otherwise participate in an educational program of the school, whether at the school or elsewhere, unless specific exemptions apply, as required by the Education Manager, as set out in the School Education Act 1999.

Aim

To ensure that all students have access to learning opportunities and to comply with State legislative requirements.

Implementation

All enrolled students are expected to attend daily and on time.

An attendance register will be kept by classroom teachers every day. This is known as the 'roll' and will be taken at 9.15am in each classroom. Absences and attendances will be recorded by the class teacher and collated each day by administrative staff.

Any unexplained non-attendance must be reported to the School by 9.30am. The administrative staff will make every reasonable attempt to contact the family and emergency contacts to ascertain the whereabouts and wellbeing of the absent student.

The enrolled family is to provide written notification or phone the school, stating the reason/s for absence. If a student will be away for more than three days, enrolled families are obliged to submit written notification to the Education Manager. Written notification and requests will be retained on school file where they will be documented and monitored.

Absentee records will form part of each child's bi-annual progress reports to families.

Less than 90% attendance is considered 'low attendance'. Upon identification of low attendance, a parent teacher attendance meeting is called by the teacher to discuss issues related to non-attendance and to identify areas where the school community can support family to achieve attendance improvement. An attendance improvement plan will be made.

Teachers and Education Manager are to refer to the DoE publication *Improving Attendance Resource Package for Schools* (Appendix 1).

Should the family not be located and 15 days of consecutive unexplained absence occurs, a transfer note to another school is not received and reasonable investigation by the school is undertaken, the student is to be referred to Student Tracking (Department of Education) to be placed on the 'children whose whereabouts are unknown' list. The student will be removed from the current roll when the Student Tracking Coordinator advises the school.

Students will be removed from the current roll when a transfer note is received, a student is known to have moved interstate or they are advised to by the Student Tracking Coordinator.

Leaning Tree Steiner School – Attendance Policy

Attendance Policy				
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Approved by:			Date Approved:	
To be reviewed: Annually			To be reviewed by: Community Manager / Education Manager	
Date of next review	Review complete	Reviewed by	Date Approved	Approved by
April 2016	March 2018	Lara Sampson		
March 2019	October 2019	Ally Bowdler	November 2019	Governing Board
November 2020				