



Reviewer	Last Approval Date	Next Review Date
LF	Aug 2022	2024

Student Attendance Policy

Policy Rationale

Under the School Education Act 1999, all compulsory school age students must participate in full-time education, training or employment, or a combination of these until the end of the year they turn 17 years and 6 months, unless exempted from being enrolled under delegation from the Education Minister.

Parents of children of compulsory school age are responsible under the School Education Act for ensuring their child is attending school on a daily basis, unless exempted under S.11, being home-schooled, undertaking an option other than school under s.11B, or subject to an arrangement entered into by the Principal under s.24.

The Education Act provides for persistent breaches of regular attendance to be referred to a School Attendance Panel and, ultimately, prosecution of the child's parent/guardian in a court of law (s.23).

The Department of Education has ongoing responsibility for management of attendance issues pertaining to all school aged children in Western Australia. This includes the day to day operations of the Students Whose Whereabouts are Unknown (SWU).

Procedures and guidelines apply to all Western Australian Schools.

Statement

Margaret River Montessori School monitors the attendance of all students enrolled, identifies students with attendance issues and implements appropriate measures as required to restore regular attendance. The MRMS Student Attendance Policy and Procedures reflect the requirements of the School Education Act 1999.

Implementation

Attendance will be monitored and recorded twice per day in accordance with the School's Student Attendance and Roll Marking Procedures.

MRMS roll marking will be undertaken using the School's software platform, but must be capable of being reproduced in written form.

All unexplained absences will be followed up with parents/ guardians to provide an explanation for these absences.

A school's attendance records for each child must be retained for seven years from the day on which that student's enrolment ceases.

MRMS will make reference to the Department of Education of WA Student Attendance Policy and guidelines therein in promoting and monitoring student attendance.

Parents/guardians/other responsible person

- Must advise our school of any occasion when their child/ren is/are absent. The only acceptable reasonable reasons for absence are sickness/medical reasons or family bereavement.

The classroom teacher

- Will mark the roll twice per day and keep the Principal advised of students who do not attend regularly.

Front Office Administration – (Transferring/Departing Students)

- As part of the Student Tracking System transfer notes will be issued and expected for students changing schools.

The Principal

- Will be responsible for implementing a strategy and case managing each particular student who does not attend regularly. The Principal will encourage the student and family to ensure the student resumes regular attendance.
- Can require a student not to attend for health reasons.
- In collaboration with teacher and the family establish the level of external school work that may be necessary to maintain a student's enrolment over a student's extended period of absence.
- Will keep records of all correspondence with parents/caregivers with relation to student absences.

The School Council

- In the event that efforts are not successful to achieve regular attendance, the matter should be referred to the School Council for further action.

Director General's Considerations/Student Tracking System

- In accordance with the Student Tracking System (STS), a cross-sectoral initiative involving both government and non-government schools, "missing" students must be reported to the Student Tracking Co-ordinator (STC) in the Department of Education. (Refer: Student Attendance and Roll Marking Procedures – Appendix IV Student Tracking Information System).
- The STC will authorize the Principal to remove the student's name from the school's attendance records and to record on the enrolment register that the enrolment has ceased. Further information is available on the Department of Education website.
- The Director General may check student attendance information to ensure that, where the school has been unable to locate a student within 20 days of the start of an absence and the parent/s cannot be contacted, the Principal has regarded the student as missing and contacted the Student Tracking Co-ordinator.
- A school's legal obligations regarding enrolment, attendance and freedom from unlawful discrimination apply equally to students participating in online-only learning as to those attending in person.

Unlawful Discrimination

MRMS student attendance practices ensure compliance with unlawful discrimination as set out in the Equal Opportunity Act 1984 (WA), the Racial Discrimination Act 1975 (Cth), the Sex Discrimination Act 1984 (Cth) and the Disability Discrimination Act 1992 (Cth).

Relevant Legislation/Authority

- The School Education Act 1999
- School Education Regulations 2000
- Department of Education website
- Department of Education/AISWA/Catholic Education Office Student Tracking System
 - *(Cross Sectoral Initiative)*
- Equal Opportunity Act 1984 (WA)
- Racial Discrimination Act 1975 (Cwlth)
- Sex Discrimination Act 1984 (Cwlth)
- Disability Discrimination Act 1992 (Cwlth)
- Disability Standard for Education 2005

