



*In partnership with parents/guardians Strathalbyn Christian College aims to make known the Lordship of Jesus Christ through excellence in education to equip students for works of service  
~ College Mission Statement*

## Rationale

Students are required to attend school by law - Education Act (1999). It is recognised that parents/guardians have a vital part to play in the involvement and participation of their child's education, and their attendance at school.

## Scope

To assist the College and staff, the following procedures are to be followed in terms of absences pertaining to all students from Kindergarten to Year 12.

## References

### Related Policy and Procedure

1. Family Handbook
2. Staff Handbook

This Policy was renamed and revised in May 2014

Previous Non-Attendance Policy Students was adopted in May 2014 and revised March 2006 & March 2010

Next due for revision in Term 3, 2017

## Policy & Procedure

### 1. DAILY ROUTINE

- 1.1 Members of staff are on campus in preparation for the commencement of the school day at 8.20am. Some staff are rostered on duty during this time to supervise students as they arrive. The school day ends at 3.00pm.
- 1.2 Please note that there is no formal supervision of the College grounds before 8.20am or after 3.20pm. Furthermore, parents/guardians are requested not to drop their children off at the College before 8.20am and to collect them sharply at the end of the day.

### 2. STUDENT ABSENCE

- 2.1 Should a child be absent from school for any reason, the parents/guardians should contact the College by 9.00am on the day of the absence. Parents/guardians may telephone the Office on 9938 9100, text 0477 751 352 or email [studentservices@scc.wa.edu.au](mailto:studentservices@scc.wa.edu.au) to advise student absence details.
- 2.2 The College will contact all parents/guardians of students who are absent without notification by SMS. The parents/guardians (usually the child's mother) will receive a standard text message and a contact telephone number to advise them of their child's absence. Parents/guardians should reply to the text within one hour of receiving it, giving a detailed explanation for their child's absence ("sick", or "family reasons" is not sufficient information). Parents/guardians can either text a reply back to the SMS number or call the College Office on 9938 9100.
- 2.3 Student Services will follow up all unexplained absences or lack of response to the generated SMS message with a personal telephone call to the parent/guardian of the missing child. This will occur within two hours of all SMS messages being dispatched.
- 2.4 If a child is absent for more than three consecutive days, a medical certificate may be requested by Student Services who will contact the parent/guardian by telephone or e-mail to discuss and determine the cause of the extended absence. Extended absences or multiple absences over a period of time will be reported to Pastoral Care who will contact parents/guardians by telephone seeking an explanation.

### 3. STUDENT REGULAR ABSENCES

- 3.1 The School Education Act 1999 requires compulsory aged students to attend school, or participate in an educational program of a school. Students must attend school on a regular basis to gain the maximum benefit from schooling and to optimise their life opportunities. The WA Department of Education states that student attendance is considered to be "at-risk" if less than 90%.
- 3.2 Attendance figures for students are maintained by Student Services using the College's electronic database "Sentral". Patterns of non-attendance are monitored by Student Services and the Pastoral Care Team.
- 3.3 If a student is absent on a regular basis their parents/guardians will be contacted by Pastoral Care and a reason for the absences requested.
- 3.3 If the school believes the reasons for the absences are inadequate and the absences continue, the parents/guardians will be asked to attend an appointment with the Principal to discuss attendance issues.
- 3.4 If attendance does not improve the student will be reported to the Attendance Officer at the District Education Office. Continued absence may result in termination of enrolment.

#### 4. STUDENT LATE ATTENDANCE

- 4.1 Should a child be late to school for any reason, the parents/guardians are required to contact the College by telephone, SMS or email before 9.00am on the day of the late arrival.
- 4.2 The student (or parent/guardian in the case of primary students) must visit Student Services and use the kiosk to sign in to the College and receive a Late Slip to take to their class teacher. Note that any student who arrives on campus after 8.40am must sign in late, and may receive an Infringement unless a written note providing explanation for lateness is provided by parents/guardians.

#### 5. STUDENT ILLNESS DURING THE SCHOOL DAY

- 5.1 If a child feels ill during school time the teacher will send him or her to Student Services for assessment.
- 5.2 If necessary, Student Services will contact the parents/guardians and arrange for the child to be sent home. If a child is injured during school time the same arrangements will apply. The College reserves the right to seek immediate medical treatment for an injured child if the parents/guardians cannot be contacted.

#### 6. STUDENT ABSENCES FOR HOLIDAYS DURING TERM TIME

- 6.1 As students are required to attend school by law (Education Act 1999) the College asks that families make travelling arrangements during holiday periods to avoid any disruption to the learning and homework routines of their children.
- 6.2 All parental requests for extended leave for their child/children during the school term for any reason whatsoever must be made in writing to the Principal at least one month (30 days) before the requested leave time.
- 6.3 Families who take their children on extended holidays during school term time and whose children are not present for Commonwealth and State Census dates may be required to make additional payments to school fees if the child's absence precludes the College from receiving either State or Commonwealth per capita grants for the missing child/children.
- 6.4 It is not a requirement of the College to provide extra work or catch up work when holidays are taken. However, where possible the students are encouraged to approach their teachers for advice regarding keeping up with their classes prior to the commencement of the period of absence.
- 6.5 For extended absences of more than two weeks in duration, it is essential that home tuition is provided whilst travelling and that formal extra curricular tuition is provided upon return to enable the students to catch up. It is important to note that the College cannot be held accountable if the children fall behind in their studies.
- 6.6 The Principal has the authority to approve or disapprove the requested leave depending upon circumstance, age of the child and the effect that the leave may have on the child's educational attainment. For example, Year 12 students will not be granted leave for any reason other than genuine illness if the leave is requested during an examination period.

#### 7. STUDENTS LEAVING THE COLLEGE GROUNDS DURING SCHOOL HOURS

- 7.1 Students are not allowed to leave the College premises during the school day unless they have parental permission. If the school believes the reason for the student leaving the grounds is inadequate or is not satisfied that the student will be safe, permission will be refused.

**8. STUDENT TRACKING SYSTEM (DEPARTMENT OF EDUCATION)**

- 8.1 When a student leaves the College and a transfer note is not received from another school the student is known as 'missing'. If a student is missing and the parents/guardians cannot be located, the College will ring the person who is the emergency contact, visit the home of the student (if convenient) or contact known relatives and peers.
- 8.2 If a student cannot be located despite reasonable attempts, then they will be referred to the Student Tracking System Officer at the District Education Office.