



# WALGETT COMMUNITY COLLEGE

## Attendance Policy

### ***It's Cool to be at School***

Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options.

Schools in partnerships with parents are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff, as part of their duty of care, record and monitor part and whole day absences.

This document supports the [School Attendance Policy](#) (2015)

#### **RESPONSIBILITIES OF THE SCHOOL WHEREVER POSSIBLE:**

- Provide a safe learning environment enabling students to achieve the best possible outcomes
- Work with parents, carers and the local community to increase student attendance
- Monitor all student attendance and work with students and parents/carers to improve attendance where a concern has been raised
- Provide support through the school Welfare Team to address concerns leading to poor attendance
- Promote the benefits of regular school attendance
- Deliver quality curriculum based lessons
- Implement a reward system for 100% attendance and improved attendance
- Provide parents/carers timely feedback on all daily absences and fractional truancy

#### **RESPONSIBILITIES OF THE STUDENT:**

- Attend school consistently and actively participate in learning opportunities
- Whilst present at school attend all lessons promptly
- Attend school wearing the correct school uniform
- To comply with the school's welfare and discipline code

#### **RESPONSIBILITIES OF THE PARENTS/CARERS:**

- The *Education Act 1990* requires that parents (including carers) ensure that children are enrolled at and regularly attend school.
- Provide written or verbal confirmation regarding student absences. If a student has more than 3 unexplained/unjustified absences in the previous 5 week period, that student will be placed on the Attendance List and will be unable to participate in extra-curricular activities until attendance improves.
- Work alongside Walgett Community college to promote 100% attendance.

#### **WHAT IS A JUSTIFIED REASON FOR BEING ABSENT FROM SCHOOL?**

Justified reasons for absences may include the student:

- Having an unavoidable medical or dental appointment (preferably, these should be made after school or during holidays)
- Being required to attend a recognised religious holiday
- Being required to attend an exceptional or urgent family circumstances (such as attending a funeral)



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- Being sick, or having an infectious disease
- Any other leave permitted by a doctor or psychologist for ongoing mental health or general health concerns (documentation must be provided to the school to support this leave)

### **ABSENCES FOR REASONS SUCH AS SOME OF THE FOLLOWING MAY NOT BE JUSTIFIED:**

- Shopping
- Sleeping in
- Working around the house
- Minor family events such as birthdays
- Hair cuts

### **LATE ARRIVAL NOTICE TO PARENTS:**

Walgett Community College sends out mobile text messages to primary carers when students arrive late to school. This is to ensure parents/carer's are aware of their child's late attendance on any given day.

Parents and carer's can now promptly respond to explain their child's late arrival to school.

Mobile text messages will also be sent to primary carers indicating a student's absence if communication has not been received by the school that morning explaining the absence.

We thank all parents and carers for their ongoing support of the Walgett Community College Attendance Program and our efforts to provide positive learning outcomes for our students.

### **KEEPING THE SCHOOL INFORMED:**

If your child has to be absent from school, it is important to tell the school and provide a reason for the absence. To explain an absence the **student's primary carer may:**

- Send a note or email to the school
- Telephone the school's Back Office
- Visit the school and speak to someone in person
- Respond to the text message sent by the school

**The Principal (or delegate) of the school has the right to question an explanation given for a child's absence from school. Where a pattern of absence is identified, the Principal (or delegate) may request parents/carers to submit documentation justifying absences in the future. If documentation can't be presented to the school, the absences may be recorded as unjustified.**

### **HOLIDAYS:**

Parents and carers are encouraged not to withdraw their children from school for family holidays. If this is necessary parents should discuss these absences with the Deputy Principal at which point an Attendance Exemption from attendance at school may be put in place. This will ensure that these absences are not permanently recorded as unjustified.



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## **ARRIVAL ON TIME:**

Arriving at school and class on time:

- Ensures that students don't miss out on the important learning activities scheduled early in the day when the students are most alert
- Helps students learn the importance of punctuality and routine
- Gives students time to greet their friends before class and therefore,
- Reduces the opportunity for classroom disruption

Lateness is recorded as partial absence and must be explained by parents or carers in the same way as other forms of absence.

## **MUST MY CHILD ATTEND ALL ACTIVITIES (INCLUDING SPORT)?**

YES. Sport and other physical activities help the healthy physical and mental development of children. Sport and sports carnivals are normal school activities and students must attend.

Students are NOT encouraged to use sport afternoon to attend appointments. Participation in sport is an important part of their development and education.

## **CONSEQUENCES:**

At Walgett Community College the consequences or impacts of unexplained or unjustified absences might include the following:

- Ineligibility to represent school in sporting teams
- Ineligibility to represent school in extra-curricular activities
- Exclusion from non-mandatory excursions, and;
- Exclusion from school functions such as school discos.

## **ATTENDANCE EXPECTATIONS:**

All students should:

- Aim for 100% attendance
- When absent, provide a justified reason for the absence
- Be on time and ready for all school activities and lessons
- When late, make sure you sign in at the Office
- Ensure they sign out through the Office if sick and need to go home early