

## Attendance Policy

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One of the greatest indicators of success for students, correlated with academic and extra curricular achievement at school, is attendance. Engagement, one the pillars of our Positive Education focus, is a concept that, when present, leads to contentment and enhanced wellbeing for all people from all walks of life.

Fremantle College monitors the attendance of all students enrolled in school, identifies students with attendance issues and implements appropriate measures to restore regular attendance. Regular attendance is defined at 91% (and above). Where a student is enrolled in a public school, *the School Education Act 1999* (the Act) requires that the student attends the school on site or an educational program of the school elsewhere as directed by the Principal.

The parents of a child who is enrolled in a school are responsible under the Act for ensuring their child is attending on a daily basis in a punctual manner (Section 23). Parents or other responsible persons may be asked to provide an acceptable explanation for any absence to the Principal. The Principal is responsible for creating and maintaining a safe and positive learning environment that promotes engagement and participation, and for the management of regular school attendance. Regular school attendance is not just crucial for achieving success at school for the young person, punctuality is also a very important skill for young people to develop for their future lives, and to ensure disruption to the class is minimised for all students. Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes, and this is why Fremantle College aims to work with parents as partners to ensure high levels of attendance of its students.

We are here to work together to resolve any barriers that stand in the way of positive attendance and engagement. Our commitment is to inform parents of the relevant policies and procedures that the college uses to communicate to parents about attendance and punctuality.

### **Student Attendance Procedure**

School begins with a warning bell which sounds at 8.30am and students are expected to be in class by 8.35am.

There are four acceptable reasons for not attending school:

1. Medical Appointment
2. Illness (medical certificate for absences over 3 consecutive days)
3. Approved Educational Activity
4. Approved Cultural Activity

If your child cannot attend school parents are asked to ensure that a valid and explained absence is recorded for their child by doing the following:

- send an SMS to 0438460089 stating the student's name, year, date and reason for the absence by **10.00am** (preferred method) OR
- email [Fremantle.College.Absentees@education.wa.edu.au](mailto:Fremantle.College.Absentees@education.wa.edu.au) by **10.00am** stating the details above OR
- supplying a note for your child to bring into Student Services the following day.

## **Late to School Procedure**

When students are late to school, they go straight to Student Services Reception to sign in with their Smart Rider card through the attendance kiosk. This generates a docket for them to use as a pass to get into class. If they do **not** have a valid parent note explaining this late arrival, they will make up the time at homework room that day at lunchtime. All students have been informed of this process.

There are three acceptable reasons for lateness.

1. Medical Appointment
2. Illness
3. Approved Educational Activity

Unacceptable reasons are recorded and students are placed on the homework class list. If there is no note (phone call or SMS from parent/guardian) provided when a student arrives late, the student must attend homework class at lunch time that day for 20 minutes.

Additionally, the Head of Student Services and Managers may approve other / extenuating circumstances as an acceptable reason. If students are continually late without a valid excuse or written notification, despite parent consent, Managers may refer them to an after school detention. Students who are frequently late to any other periods will be referred to the Head of Learning Area for consequences.

## **STUDENTS ARE NOT TO PROCEED TO CLASS WITHOUT FOLLOWING THE ABOVE PROCEDURE.**

### **What to do if students have to leave school during the day or leave early**

- Parents must provide their child with a note explaining the reason for leaving early.
- Students leave their class, showing the note to their teacher, and go to Student Services Reception to have their note signed and taken from them for filing.
- Students use their Smart Rider Card to sign out of the school and leave the school premises with a docket explaining their legitimate dismissal from school.
- If the student returns to school after the appointment the student must go back through Student Services Reception as an arrival to school and get a docket to enter back into a classroom.

### **What to do if your child feels unwell at school**

The college Nurse signs out students who are sick. Students **must not** ring home on their mobile phone or leave the school premises without the Nurse's permission. Students should attend and sign in/out of the Health Centre through Student Services. The Nurse will ring home if there is a need. If you receive a text/call from your child during school day complaining of feeling unwell, parents are requested to remind their child of this process.

### **Absentees Process**

Parents must meet their legal obligations and explain any absence from school by their child. For you to be able to do this if your child is absent in 2018, we have three preferred methods.

SMS: 0438 460 089

Email: [fremantle.college.absentees@education.wa.edu.au](mailto:fremantle.college.absentees@education.wa.edu.au)

Phone: (08) 9338 8914

If you would prefer to write a handwritten note and submit the following day, this is also acceptable. Providing a timely explanation of your child's absence with a reasonable and valid cause will ensure that they are not penalised if they happen to miss an assessment on the day of absence.