PROLONGED ABSENCES

- If there are 3 days of unexplained absences contact will be made by the classroom teacher / administration asking for an explanation of the absences.
- The school will meet with you to discuss any ongoing issues and prepare an attendance plan.
- If there are still ongoing attendance issues, your case will be referred to South Metro Education Region office.
- A School Attendance Panel will be set up to review your child's attendance.

LATENESS

Students arriving at school significantly late or leaving early miss critical morning routines or learning activities. The school day begins at 8:30am students will be considered late if they are not in class by this time.

FREQUENTLY ASKED QUESTIONS

Q: What should I do if my child is unwell?

A: Inform the school, preferably first thing in the morning.

Q: What should I do if my child refuses to go to school?

A: Contact the school as soon as possible and the school will arrange support and advise.

Q: If I receive a letter in the mail with the date of an unexplained absence what should I do?

A: Provide an explanation of the absence and return the note to the front office.

For further information or clarification please ask to speak to a member of our Administration team on the number below.

South Thornlie Primary School
Ovens Road
SOUTH THORNLIE
WA 6108

SMS 0438 579 518
Telephone: 9459 4655
Webpage:souththornlieps.wa.edu.au

Student Attendance

South Thornlie Primary School

Responsibilities
Of
Parents and Caregivers

FACTS ABOUT ATTENDANCE

- To maximize your child's learning opportunities, they need to attend school at least 95% of the time.
  (This equates to 19/20 days)
- Regular attendance enables children to build upon their knowledge and skills every day.
- Children who miss out on the basic skills may experience difficulties later on due to gaps in their learning.
- Regular attendance helps students to develop confidence in areas such as social skills, organisation and teamwork.
- The law requires students to attend Primary School from Pre Primary to Year 6.

WHAT THE LAW SAYS

Under Western Australian law (School Education Act 1999), parents must send their children to school unless:

- They are unwell.
- They have an infectious disease.
- The principal is provided with a genuine and acceptable reason.

You must let the school know within 3 days why your child is not attending school.

WHAT TO DO IF YOUR CHILD IS SICK

- At South Thornlie Primary we prefer a phone call to the front office advising staff of the reason for your child's absence. (Telephone: 9459 4655) or SMS 0438 575 518. From there, we notify the class teacher that your child is away and the reason why.
- If you are unable to call in the morning, other methods of communication are email, note or verbal discussion with class teacher. This must occur no later than 3 days after the absence.
- A student's absence must be explained by the parent or caregiver only, not the student. If available on your child returning to school please give medical certificate to the front office
- Please ensure your details are updated at the front office so that we can contact you about unexplained absences.

UNEXPLAINED ABSENCES

Q: If I receive a letter in the mail with the date of an unexplained absence what should I do?

A: Provide an explanation of the absence and return the note to the front office.

If your child's absence is not explained, the following procedure is followed;

- An absentee note is sent home asking for a written explanation of the absence from the parent /caregiver.
- If still no explanation is given, you will be contacted by the Attendance Officer asking for an explanation of the absence.

FAMILY VACATION

Q: What should I do if I am taking a vacation during school time?

A: Inform the school of the vacation, however there is no provision in the Act for a principal to approve student absence for the purpose of family holiday. As such, in-term holidays are not supported by the Department's *Student Attendance Policy and Procedures 2015*. While many teachers will provide families with work packages to support students to catch up on missed learning due to absence for family holiday, there is no requirement within the *School Education Act 1999 or School Education Regulations 2000* for schools to provide a work package. At this school this is at the discretion of the teacher and you will need to contact the teacher direct if you would like to ask for your child to receive a work package.