

PROLONGED ABSENCES

- ◆ If there are 3 days of unexplained absences contact will be made by the attendance officer asking for an explanation of the absences. A medical certificate may be required.
- ◆ 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 Regional 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 advice.

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, THORNIE WA 6108**

SMS: 0438 579 518

Telephone: 9232 3600

Email: souththornlie.ps@education.wa.edu.au

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 School we prefer a telephone call or SMS to the front office advising staff of the reason for your child's absence. Telephone: 9232 3600 or SMS 0438 575 518. From there, we notify the class teacher that your child is away and the reason why.
- ◆ A student's absence must be explained by the parent or caregiver only, not the student. Students who are absent for more than 2 days require a medical certificate upon your child returning to school.
- ◆ Please ensure your details are up to date 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:

- ◆ You will be contacted by the Attendance Officer asking for an explanation of the absence.

- ◆ If still no explanation is given, an absentee note is sent home asking for a written explanation of the absence from the parent/caregiver.

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*. There is no requirement within the *School Education Act 1999* or *School Education Regulations 2000* for schools to provide a work package.