



ARMADALE
SENIOR HIGH SCHOOL

We Aspire
We Strive
We Achieve

Attendance Policy

Last Updated: May 2020



1. POLICY STATEMENT

Armada Senior High School under the direction of the Department of Education 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 as 90% and above.

2. BACKGROUND

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. Parents or other responsible persons may be asked to provide an acceptable explanation for any absence to the Principal. For the purpose of this policy, parent is defined as the parent at law.

The Principal is responsible for creating and maintaining a safe and positive learning environment which promotes engagement and participation, and for the management of regular school attendance.

Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes. Schools that develop a supportive learning environment and an engaging and relevant curriculum create conditions conducive to regular school attendance.

Armada Senior High School will inform parents yearly of the Education Act and relevant policies and procedures. The school will also inform the school community regularly of the importance of regular attendance and attendance targets and strategies to develop good practice including the development and retention of a Whole School Attendance Plan.

3. BELIEFS ABOUT THE IMPORTANCE OF ATTENDING SCHOOL

It is important that students, staff and parents/guardians have a shared understanding of the importance of attending school. Armada Senior High School:

- Is committed to promoting the key message 'every day matters'
- Monitors, communicates and implements strategies to improve students' attendance, and
- Believes attendance at school is the responsibility of everyone in the community



4. ATTENDANCE RESPONSIBILITIES

- Students are required to be in class from the commencement of Session One for the duration of the school day.
- Student who are late proceed to Administration to electronically 'sign in'.
- Students can leave early if they have permission from an authorised person to do so. This may be in the form of a phone call, text or email. Students must sign out through Student Services and will be given an electronic note to take with them.
- Upon return from absence parent/guardian must provide an explanation for absence. This may be in the form of a phone call, text or email. Durations exceeding 3 days must include a medical certificate.

5. ACCEPTED ABSENCE

This is absence sanctioned by the Principal for any student who is representing the school, state or nation at an approved educational event. It is the student's/guardian's responsibility to apply for the absence at least three weeks prior to their absence via the relevant Deputy Principal. It is the student's responsibility to collect materials and to submit work as negotiated with each teacher.

6. STUDENTS ABSENT FROM SCHOOL FOR AN EXTENDED PERIOD DUE TO SICKNESS/INJURY

For less than a week, parents/students may arrange with teacher to obtain work. For more than a week, a parent/guardian should contact the relevant Year Coordinator who may arrange for classwork to be emailed home, uploaded to Connect or collected from Administration.

The School of Special Needs: Medical and Mental Health (SSEN:MHH) may be called upon to assist in keeping the student up to date with their normal school program.

7. NOTED ABSENCE

This is absence that is deemed to be taken at the discretion of the family (eg.holidays). It is **NOT** an accepted or endorsed absence and should therefore be avoided as a reason for absenteeism from school. Teachers may or may not be in a position to make arrangements to allow a student to meet assessment requirements and student grades may be impacted under this circumstance. Unless there are exceptional circumstances noted absence should be avoided during the school term.

8. SUSPENSION

Students are required to continue to meet the requirements of their educational programs and will be provided with classwork for suspension lengths exceeding three (3) consecutive days. Where assessments are set, the student should request the relevant Deputy Principal organise supervision for them to complete the assessment. The student must be delivered to the school



and picked up by a parent/guardian. The student will not be permitted to access any other part of the school or communicate with other students whilst at the school. The student is expected to submit all work by the due date.

9. PERSISTANT NON-ATTENDANCE

If a student has been identified as being an irregular or chronic non-attender and repeated efforts to work with parents to restore attendance have not been successful Armadale Senior High School will appoint a Case Manager to follow Department of Education policy and procedures to either restore attendance or develop alternative educational pathways.

10. ATTENDANCE MONITORING

- Student classroom attendance is monitored and strategies are implemented to promote regular attendance in line with Department of Education requirements.
- SMS messages are sent to parents/guardians twice daily informing of student attendance.
- 90% and above attendance is rewarded throughout the year