



# ANZAC TERRACE PRIMARY POLICY

Title:

## Attendance Policy

### GENERAL STATEMENT Principles and Guidelines

Students in WA attending government schools are required to attend school on a regular basis to gain maximum benefit from schooling and to optimise their life opportunities. It is also widely recognised that attendance problems are best managed by early identification and intervention.

Under the law, the school must monitor attendance of students. Students must attend school on the days on which school is open for instruction, **unless an arrangement in writing has been made.**

After consultation with the P& C, teachers and students, the School Council of Anzac Terrace Primary School has established an attendance policy for all students attending the school. This code complies with Policy and Guidelines as set down by the Department of Education and Training.

***The Attendance Code Requirements are:-***

- 1) **STUDENTS ARRIVE AT SCHOOL ON TIME**
- 2) **STUDENTS ATTEND SCHOOL ON A REGULAR BASIS**
- 3) **STUDENTS WHO ARE ABSENT MUST PROVIDE A GENUINE AND ACCEPTABLE REASON**

#### ATTENDANCE:

The School Council has the support of the school community to encourage regular and punctual attendance  
The School Council believes

#### **Punctuality**

- Is a life skill that should be embraced
- Shows consideration of others

and

#### **Poor attendance**

- Adversely affects the student's academic achievement – irregular attendance means students often miss vital aspects of learning which are needed to develop and consolidate a concept. This is of greatest concern in the areas of Literacy and Numeracy that may have long term consequences for their education.
- Creates isolation from peers – students with poor attendance often fail to develop good friendships. They then feel they are 'not part of a group' and this can affect their self-esteem. This can then affect their motivation to come to school.
- Can causes vital activities to be missed- students with irregular attendance often miss out on vital information or come unprepared for activities. This can make them feel embarrassed in front of peers.
- Causes alienation – students who are not at school regularly are less able to participate in conversations with peers as they 'missed out on what happened yesterday'. This can be conversation related to what happened in class or during breaks that makes up the basis of their social interactions with peers.
- Reduced progress on Individual Education Plans – students on specific educational programs need continuity to progress and improvement can be hampered by non-attendance.

**As parents we are sure you would not want your child to be adversely affected socially or academically as a result of a lack of punctuality and poor attendance.**

**The following criteria are set for documenting attendance**

**R - A reasonable written reason has been provided**

Eg too unwell, they have an infectious disease or had a medical or other appointment- wherever possible evidence should be provided.

**U - Unacceptable**

Eg. The student's birthday, personal shopping, and students who are quite late

**L- Late**

Children who are not in class and ready for lessons at the second siren are considered to be late.

**E - Educational Activity**

Eg PEAC

**Children that arrive on time and attend school every day **RULE**.**

**Attendance Action Plan**

*Parents are asked to ensure their children follow the attendance code and are punctual and regular in their attendance.*

- If a student **demonstrates habitual lateness** a letter will be sent home or telephone contact will be made with parents asking that students follow the attendance code.
- If a student is **absent without a reasonable cause more than 10 times in a term** a letter will be sent home or telephone contact will be made with parents asking that students follow the attendance code.
- Attendance that **falls below an unacceptable level** without a reasonable cause is reported to District Office on a regular basis and parents may be asked to attend a case conference.
- Students who do not attend school regularly are considered at educational risk. An **Individual Education Attendance Plan** may become necessary, addressing these concerns.
- Students who have a 100% attendance for a term will be rewarded with **points towards a Green Card**.