

# HACKHAM WEST R-7 SCHOOL

Wangka Hackham R-7 Piipawardli



## ATTENDANCE POLICY

95%	=	<b>47 LESSONS MISSED EACH YEAR</b> 8 days in total or 1 week and 3 days
90%	=	<b>95 LESSONS MISSED EACH YEAR</b> 16 days in total or 3 weeks and 1 day
85%	=	<b>142 LESSONS MISSED EACH YEAR</b> 24 days in total or 4 weeks and 4 days
80%	=	<b>190 LESSONS MISSED EACH YEAR</b> 32 days in total or 6 weeks and 2 days

**BE SMART BE THERE!**

Percentages based on 190 academic days

EVERYONE HAS A ROLE TO MAKE SURE STUDENTS ATTEND SCHOOL ALL DAY, EVERY DAY.

Research shows that attending school **all day and every day** affects children and young people's **learning**, **wellbeing**, **employment** and **life outcomes** in a positive way.

### WHO HAS TO ATTEND SCHOOL?

It is the law that **children must attend school from 6 years old until they turn 17.**

Parents or legal guardians (carers) can be prosecuted by the law if they do not make sure their child goes to school. This can mean being fined or getting a criminal conviction.

### WHAT DOES OUR ATTENDANCE POLICY LOOK LIKE?

At **Hackham West School** how we deal with attendance is the same as the Department for Education's attendance policy.

We support student attendance when we:

- promote the importance of education
- look at patterns of non-attendance
- contact parents regarding non-attendance
- provide support to help families bring their child to school



## WHEN IS MY CHILD EXPECTED TO BE AT SCHOOL?

School starts at **9:00 am** each day and finishes at **3.00 pm**.

- If your child comes late to school or leaves early, they **must sign in or out at the front office**.
- A parent or carer must **provide a reason why** their child is late or has to leave early.

## WHAT DO PARENTS AND CARERS HAVE TO DO?

You must:

- Make sure their child attends school **every day**.
- Make sure their child arrives at school on time at **9:00am**.
- Provide their child's school with **up-to-date contact details**.
- **Provide a reason** to the school if their child is absent, late or leaving early.
- **Provide a medical certificate** or written explanation if their child is ill and away from school for 3 or more days in a row.
- Make appointments outside of school hours if possible.

**These students will be followed up with support from the Department for Education Attendance Officer:**

- **Habitual non-attendance:** a student has **5 to 9 days absent in a term** for any reason.
- **Chronic non-attendance:** a student has **10 or more days absent in a term** for any reason.

## WHAT WILL TEACHERS DO?

Teachers will:

- Contact parents / caregivers if child is absent for more than 2 days.
- **Document contact with parents or carers** about absences, including attempts to contact.
- Request a medical certificate from parents if needed.
- Consult with the local Student Support Services if needed.
- **Make notifications** about students who are absent for 10 or more days a term

## THERE ARE SOME EXEMPTIONS:

In some circumstances, the principal is able to approve an **exemption from school**. This can be for up to 1 month. It can also be for up to 12 months for a family holiday.

Before asking for an exemption, families should talk to a site leader. Students **must attend school until an exemption is approved**.

Parents or carers must apply for an exemption in writing. The principal will let them know in writing of their decision. A copy is kept in the student record folder. Forms are available from the front office.

**Exemptions of more than 1 month** (not including holidays) must be approved by the department's central office.

Exemptions are still counted as student absences from school.

# HACKHAM WEST SCHOOL

## ATTENDANCE POLICY



**EVERYONE HAS A ROLE TO  
MAKE SURE STUDENTS ATTEND  
SCHOOL ALL DAY EVERY DAY**

### IT IS THE LAW

**STUDENTS MUST ATTEND FROM 6 YEARS OLD  
UNTIL THEY ARE 17**

If your child doesn't go to school you can be fined or get a criminal conviction.



### WHEN DO STUDENTS HAVE TO BE AT SCHOOL?

**BETWEEN 9AM AND 3PM EVERY SCHOOL DAY**

If you are late or leave early your child has to sign in or out at the office

### WHAT DO PARENTS HAVE TO DO?

**SEND YOUR CHILD TO SCHOOL ON TIME EVERY  
DAY**

Give a reason if you are late, or leaving early.  
Give a certificate if your child is away for 3 or more days.



### WHAT WILL TEACHERS DO?

**CONTACT PARENTS IF YOUR CHILD IS AWAY  
FOR MORE THAN 2 DAYS**

They will write down when they have contacted you or when they have tried to contact you.  
They will make a notification if you have been absent for 10 or more days a term.

### SOME EXEMPTIONS

**SOMETIMES THE PRINCIPAL CAN ALLOW A  
STUDENT TO NOT ATTEND SCHOOL**

Speak to the principal if you want more information on whether your child can have an exemption to these rules.

