HACKHAM WEST R-7 SCHOOL

Wangka Hackham R-7 Piipawardli



ATTENDANCE POLICY

95%	=	47 LESSONS MISSED EACH YEAR 8 days in total or 1 week and 3 days
90%	=	95 LESSONS MISSED EACH YEAR 16 days in total or 3 weeks and 1 day
85%	=	142 LESSONS MISSED EACH YEAR 24 days in total or 4 weeks and 4 days
80%	=	190 LESSONS MISSED EACH YEAR 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

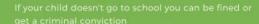
ATTENDANCE POLICY



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







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 davs



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



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



