



# ATTENDANCE POLICY

## Parent Information

We want to make sure all children get the best education possible which is why attending school every day is so important.

Western Australian law stipulates that all school-aged children must attend school every day that the school is open for instruction.

Developing the habit of going to school every day is vital so children do not miss out on important ideas and skills they need for future learning.

Did you know:

- missing half a day of school each week equates to one month of missed learning each year
- the attendance habits set by children when they first start school continue throughout their school life
- if children miss half a day of school each week between Pre-primary and Year 10, they would miss almost one full year of learning
- learning is cumulative – if children miss one day, it is harder for them to catch up.

Teachers plan programs in a sequence so children learn how to read, write and understand in English, Mathematics, Science and other learning areas, as well as important social skills. When children don't go to school regularly, they miss out on important ideas and skills that might mean they experience difficulty in later learning.

Excelsior Primary School is required to keep accurate records for all its students. This includes taking attendance in both the morning and afternoon for all students in Kindergarten to Year 6.

If your child is unable to attend school, an explanation needs to be provided within three days of the start of the absence. Notification can be provided by SMS on 0438 936 827, a phone call to the office, written note or email. A medical certificate is also acceptable. Please advise the school of absences, where possible, in advance (eg. appointments). Parents who do not provide a reason for the absence of their child will be contacted via SMS or by the school office to provide an explanation. In some occasions, if a parent explanation is not considered satisfactory, an X = Unacceptable Reason is recorded for the absence. This may arise for the following reasons:

- students tell staff what they did on the day recorded which doesn't match the parent explanation
- parent/caregiver explanation is limited eg. family business

Lateness to school is also a concern. Students who are frequently late often have trouble settling in or mastering routines, which are critical to the learning program. Frequent lateness may also negatively impact social relationships and academic achievement.

A further concern is students taking extended holidays during term time and should be avoided where possible. If students are taking in-term holidays, parents must complete the necessary forms available online or through the school office.

Where a student's attendance falls below 90%, the school principal is required to investigate the matter and develop a plan, in consultation with the family, to address and restore regular attendance.