

Student Attendance Policy and Procedures



MELVILLE
SENIOR HIGH SCHOOL

Regular attendance is essential to assist students in maximising their learning potential. The probability of success at school is strongly linked to regular attendance equal to or greater than 90%.

Section 23 of the *School Education Act 1999* requires for every year of a student's **compulsory education period** (Pre-primary onwards) that the student attend the school at which they are enrolled, or participate in an educational program of the school, on the days it is open for instruction. A student may be excused if they are prevented from attending due to temporary physical or mental incapacity, or other reasonable cause (Section 25), cultural or religious observance (Section 30) or suspension (Section 90).

When a student's attendance falls below 90% or is identified as a concern, the [Student Attendance in Public Schools](#) policy and procedures requires the school to investigate the reasons for a student's absence, discuss with parents and implement strategies for improvement that are linked to the causes of absence.

Melville Senior High School:

- believes that students must attend all day on every school day, unless legitimate reasons are provided;
- monitors, communicates, and implements strategies to improve a student's attendance in consultation and with support from parents/caregivers;
- believes truanting can place a student in an unsafe situation and therefore puts into place sanctions for students undertaking this behaviour;
- notifies parents of any truancy from classes or other similar behaviours.

Indicators of students at risk are:

- frequent lateness;
- leaving school without permission (truancy);
- unexplained absences.

Parents/caregivers will be contacted if the student is deemed to be at risk due to poor attendance by the Student Services team by email or phone contact.

Student Attendance Procedures

All students are expected to:

- be at school during their normal timetabled hours, or
- be absent only with their parents/caregiver's permission.

Students are expected to attend school on all days, including sports carnivals and excursions. Punctuality for the start of the school day and for all classes is required. Hours of attendance at Melville Senior High School are 8:40am until 3:00pm unless students have a flexible period on their timetable in Senior School or have a period 0 or 6 (I.e. for Outdoor Education).

We strongly discourage parents from taking planned holidays during the school term. Melville Senior High School acknowledges that holidays are an enriching experience, but by law, every student is expected to attend school every day. Teachers are not obliged to accommodate students on holiday with learning programs and absences related to family holidays will affect a student's overall attendance percentage.

Parents who wish to take students out of school for the purpose of a family holiday for longer than two school days are required to apply to the Principal.

Students who are absent from school for an entire day

Parents are requested to ring the school by 9.30am on the day of their child's absence or alternately reply to the SMS sent from the school at approximately 10.30am each day. Parents/caregivers can email absences.melville.shs@education.wa.edu.au or can bring a note of explanation as soon as they return to Student Services. This note should clearly state the student's first name, surname, the date(s) and reason for the absence. The note must be handed in to the main reception area within Student Services.

Students late to school

Students are required to be ready to start class by 8.40am each day.

Students arriving late during session one are required to sign in via Student Services where they will be issued a late slip to give to their teacher. Students are required to provide a note explaining their reason for being late. Acceptable reasons for arriving late are limited to:

- medical appointments (accompanied by acceptable medical certificate, note, SMS or phone call from parent);
- illness (verified by parent);
- approved educational activities; or
- transport issues (i.e. late bus, traffic etc).

Student Services will monitor students arriving late to school. If a student is regularly late without acceptable reasons, they will be required to complete detention at recess or after school and risk losing their good standing. If this behaviour continues parents/caregivers will be requested to attend a case conference to address the reasons for lateness and discuss ways in which to rectify this with the appropriate Student Services Manager.

Students who do not meet the minimum attendance requirements

The school will support students who do not meet the minimum attendance requirements in one or more of the following ways:

- monitoring and review of student attendance;
- parents will be notified and offered support from Year Coordinators;
- students will meet with Year Coordinators and a plan will be developed in consultation with relevant support staff to address concerns;
- Individual Attendance Plan Meeting facilitated by Year Coordinator, Student Services Manager or Deputy Principal;
- Senior School students may be referred to Participation/Engagement Team for further support and pathway planning;
- outside agency referrals, including alternate schooling establishments if appropriate;
- students who fail to maintain regular attendance are at risk of losing Good Standing.

Students leaving school

Students needing to leave school during the day are required to provide a note from their parent/caregiver or send an SMS to the Student Services Absentee Line on 0419 915 097.

- Report to Student Services at the start of the day to sign out and receive a Leave Pass.
- Students returning from appointments are required to sign in at Student Services.
- Parent/Caregivers can also report to Student Services to sign their child out and to collect them for appointments. Prior notification will help to avoid delays.
- If a student falls ill or is injured at school, parent/caregivers will be contacted by Student Services staff (Nurse, Year Coordinator, Attendance Officer).
- Students are not to ring parents with their mobile phone or leave school without permission from staff.

What should parents do if their child is experiencing difficulties attending regularly

- Contact the relevant Year Coordinator who will monitor and suggest attendance improvement strategies.
- Continue to promote the importance and benefits of regular attendance to your child.

REVIEW DATE: (29 February 2024)

HISTORY OF CHANGES

Effective Date	Last update date	Policy Version no.	Portfolio Responsible for Review	Notes
29 Nov 2022	29 Nov 2022	1.0	Deputy Principal Student Services	