



ATTENDANCE PROCEDURE

POLICY STATEMENT

In accordance with our commitment to maintaining a comprehensive and cohesive framework for school operations, please note that this policy should be read in conjunction with the Anglican Schools Commission, Enrolment and Attendance Policy and Procedures (WA). This collective approach ensures clarity and consistency in our educational practices.

EDUCATION ACT 1999

Western Australian law requires all school-aged children go to and attend school every day. It is compulsory until the end of the year in which they reach 17 years and 6 months, or they turn 18 years. As stated in the School Education Act 1999 students are required to attend the School they are enrolled in on every day that it is open for instruction except in certain cases. The School must account for every absence of every student and record the reason in our electronic database (SEQTA). All students who are absent from school must provide a letter from their Parent/Guardian explaining the reason for the absence.

LATE ARRIVALS

Should a child be late to school for any reason, the Parents/Guardians where possible are required to contact the School by Telephone – 6336 8330 before 8:35am on the day of the late arrival. The student (or Parent/Guardian in the case of children in the Primary School) must sign in at the sign in iPad at the relevant Reception. A sign in slip will be produced which must be shown to the class teacher upon arrival to class. Note that any student who arrives on campus after 8:35am must sign in late.

ABSENCES

Parents/guardians are required to notify the school by 8.30am on or before the day of the student's absence. Parents/guardians of students can notify the School prior to a student being absent in writing, by email (absent@stjames.wa.edu.au) or by phone 08 6336 8330. If the School is not notified the parent/guardian will be contacted for an explanation.

HOLIDAYS DURING TERM TIME

All parental notifications for extended leave for their child/ren during the school term for any reason what-so-ever must be made in writing before the requested leave time. Please send all requests to absent@stjames.wa.edu.au marked for the attention of the Principal. Please be aware that their teachers may not grant extensions for assessments and tests that fall during or immediately after the leave. It is not a requirement of the school to provide extra work or catch-up work when holidays are taken. It is important to note that the School cannot be held accountable if the child/ren fall behind. Any period of absence from School will result in work being missed and will affect the students learning.

STUDENTS LEAVING SCHOOL GROUNDS DURING SCHOOL

The School will not allow students to leave the School premises during the School day in circumstances where there is no parental written permission. The School will release a student where parental permission has been given if the written permission clearly states the terms upon which the Parent/Guardian are giving permission for the student to leave the premises, including the purpose for which the permission is given.

STUDENT ILLNESS DURING THE DAY

If a child feels ill during school time the class teacher will send the child to Student Reception for assessment. Parents/guardians will be contacted and arrangements made for the child to be collected.

If a child is injured during school time the same arrangement will apply. The School reserves the right to seek immediate medical treatment for an injured child if the Parent/Guardian cannot be contacted. All prescription medications must be left at the School Office/Sick Bay.



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POLICY VERSION CONTROL

Version	Date	Summary of Changes
1	Aug - 2014	Policy created
2	Oct - 2016	Update to reflect the requirement to request immunisation records in line with the ASC's policy.
3	Feb - 2018	Provide further information on enrolment and attendance obligations. General updates - in line with the ASC's policy.
4	Feb - 2019	Updated in response to a legislative change to the School Education Regulations, to require all schools to record in the school's enrolment register, the vaccination status of all new students - in line with the ASC's policy.
5	Nov - 2019	Updated in response to changes to VRQA Minimum Standards and Public Health Act 2016 – in line with the ASC Policy.
6	Jan - 2020	Updated in response to recently amended non-government school registration standards (WA) for 2020. Reference to the approved Registration of Interest in Enrolment and an Application for Enrolment and Enrolment Agreement – in line with ASC Policy.
7	Aug - 2023	New format to include 'policy version control' table. Review date amended. Policy name changed from Attendance Policy and Procedure.