



**Woodland
Grove**
PRIMARY SCHOOL

School Attendance

Information for Parents/Carers



Parents/carers play an important role in supporting and ensuring their children attend school. To assist in answering parents' questions about attendance, our School Attendance Booklet is structured into frequently asked questions.

15 McMillan Road, BYFORD, WA 6122

08 9526 4000

woodlandgrove.ps.absentees@education.wa.edu.au

www.woodlandgroveps.wa.edu.au

Why is attendance and punctuality important?

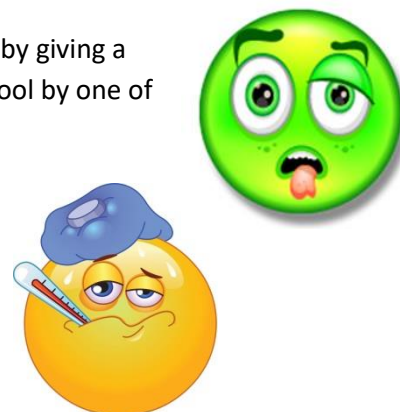


- Students need to attend school regularly so they can take advantage of ALL the educational opportunities available. School enables children to build their knowledge and skills each day, each week, and each year. Every day matters.
- Consistently poor school attendance and lateness to class can affect your child/ren's educational progress as they may fall behind in their learning.
- Patterns of punctuality and regular school attendance are developed at an early age. Good attitudes toward attendance that are well established will help prevent problems as students' progress into secondary schooling.
- School helps children build confidence in areas such as communication, teamwork, organisation, and social skills. Children who frequently miss school will find it difficult to keep up friendships with the class.
- Going to school is a legal requirement.

What should I do if my child is absent?

Parents/carers need to inform the school on the first day of any absence by giving a reason for the absence and a likely date to return. Please inform the school by one of the following options (only one of the options is required):

- Contact the School via telephone: (08) 9526 4000,
- Visit the school office,
- Speak with your child's teacher,
- Send a note to the teacher or the school office,
- E-mail: woodlandgrove.ps.absentees@education.wa.edu.au



If your child is unwell for several days a medical certificate or doctor's note should be provided.

What are parent/carer's attendance responsibilities?

Parents/carers are responsible for ensuring their child:

- Attends school regularly,
- Arrives at school on time each day,
- Ensures their child is picked up from school on time or knows how they are getting home,
- Is well rested and is in a fit state to learn,
- Is only absent with reasonable cause and the school is informed on each occasion.



Woodland Grove Primary School takes school attendance and punctuality very seriously. Ensuring your child attends school regularly, punctually and is collected on time is an important part of our home/school partnership.

Attendance is recorded in half days. The school attendance register is marked at the beginning of each school day and in the afternoon. Reasons for absence are recorded. Unexplained absences are followed up with a letter to parents to find out the reason for the absence. Parents/carers are contacted if their child is frequently late.

What are 'Reasonable Causes' for non-attendance?

Regular attendance at school is necessary to ensure success for your child. There will be times when it is advisable for your child not to attend school; however, parents/carers are required to advise the school of the reasons behind non-attendance.

Absences can be authorised when your child:

- Has an infectious disease,
- Is genuinely ill or injured,
- Has a medical or dental appointment (many such appointments can be made outside of school hours or kept within a short period of withdrawal from school),
- Is prevented from attending by an unavoidable cause or family circumstance, such as bereavement,

Some knowledge of family circumstances helps us to better understand your child and any changes in their attendance or behaviour. This will enable us to support your child and their learning.

What about family holidays during the school term?

We discourage parents from taking children out of school during term time for family holidays. We appreciate advance notice and encourage a meeting with the Principal or Associate Principal prior to booking the family holiday.

Please remember that every day away from learning programs can impact on your child's achievement and progress.



Monitoring Attendance: *Arriving Late*

If students arrive late to class on a regular basis, it begins to affect their attitude to learning as well as their work. It disrupts the rest of the class and often upsets the child who is joining in after lessons have started. Students arriving late miss critical morning routines and learning activities.

School begins at **8.30am**. Students who arrive after this time are marked as arriving late. Students who arrive late are monitored by the school. Parents/carers are contacted if their child is regularly arriving late to school. This is to see if the school can work with the parent/carer to support them in improving the arrival time of their child at school.

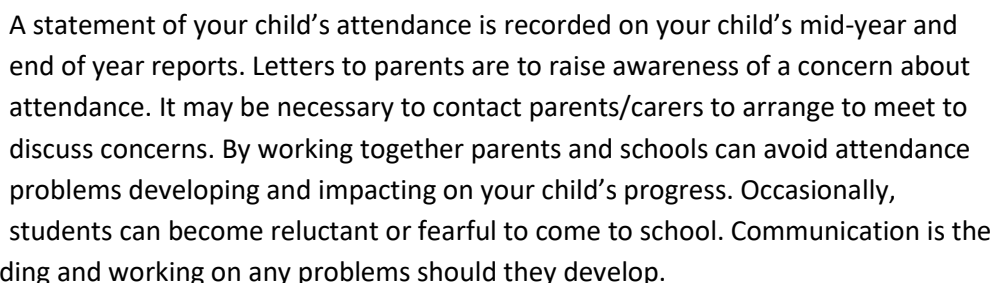
At WGPS, students are required to check in at the front office if they arrive after 8.30am. Students will receive a *Late Pass* which must be handed to the classroom teacher.

Monitoring Attendance: *During the School Day*

Sometimes students need to arrive or leave during the school day. This may be for a medical or other appointment or if a child is taken ill during the day. Parent/carers are asked to inform the office if/when a student needs to leave the school. This is to ensure the safety and accountability of all students. It is recommended that wherever possible, parents schedule medical and dental appointments outside of school hours or towards the end of a school day.

At WGPS, parents/carers are required to personally sign out their child in the Student Sign in/Sign out Register, located in the front office. If the child is returning, please sign them back in through the office as this informs the office of when the child returned to school.

Teachers enter student attendance each day. If there are any unexplained absences a school letter is sent home to remind parents that they need to notify the school. Letters are also sent home during the school term to parents/carers of children who have frequent absences, regular lateness or when a child's attendance falls below Department of Education (DoE) expectations.



The Department of Education considers regular attendance to be between 90-100%. Evidence indicates that missing more than 5 days in a term can affect learning outcomes for students.

Please Note: Parents are required by the Department of Education's *Student Attendance policy*, to contact the school within 3 days of their child's absence.

If you require any further information about attendance or have difficulties getting your child to school, please talk to your class teacher or contact the school for further support.

The School Education Act 1999 states that parents must send their children to school unless:

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- A word cloud shaped like a triangle, containing terms related to school and learning such as 'SCHOOL', 'LEARNING', 'PUNCTUALITY', 'ATTENDANCE', 'ON TIME', 'SCHOOL', 'LEARNING', 'PUNCTUALITY', 'ATTENDANCE', 'ON TIME', 'SCHOOL', 'LEARNING', 'PUNCTUALITY', 'ATTENDANCE', 'ON TIME'. The words are in various colors and sizes, creating a vibrant, abstract representation of the concepts.

Some Interesting Information about Attendance

To put a context around why good attendance is important for your child, the following statistical data may assist. The table below illustrates how absence can translate over the 7 compulsory years of primary schooling from PP to Year 6. There are, on average, **192 days of school each year**.

Attendance		Absences			
Attendance Level	Attendance Rate	Days per Term	Days per Year	Days in Primary School (PP-Yr. 6)	School Time Missed
Regular: 90-100%	90%	5	20	140	0.7 Years
Risk Indicated: 80-89%	80%	10	40	280	1.5 Years
Moderate Risk 60-79%	70%	15	60	420	2.2 Years
Severe Risk 0-59%	60%	20	80	560	2.9 Years

Another way to demonstrate this:

If a child misses:

- Five days each term, they will miss over three terms of schooling in primary school.
- One day a week, they will miss 1½ years of schooling in primary school.
- 1.5 days a week, they will miss just over 2 years of schooling in primary school.
- Three days a week, they will miss nearly 3 years of schooling in primary school.

Remember:

- There is a direct relationship between attendance and achievement. Students who miss more than 20 days in a school year are likely to be at educational risk.
- Poor attendance makes it difficult for students to make and keep friends and form positive relationships with peers.
- Patterns of attendance/absence are set up in the early years of schooling. Make sure your child's pattern of attendance is regular.

**Child Health Survey, 1993*



DID YOU KNOW?



Children who attend the compulsory years of school from Pre-Primary to Year 12 and miss one day of school per week will miss out on 2½ years of school.