

Students at Risk

We understand the pressures that many families are under but are concerned that if a student has an established pattern of absences, late arrivals, early departures or avoidance in attending class, he/she will be considered to be at risk.

The School will contact Parents/Caregivers to discuss or offer help.

In the event that a child is continually absent or late and every effort has been made by the School to gain support from the family, but the attendance remains an issue, a referral for support will be made to the DECD Attendance Counsellor.

What should I do if my child refuses to go to school?

Contact the school and seek assistance from either:

- Classroom Teacher
- A member of the Leadership Team

What kind of assistance is available?

- Discussion of issues and concerns.
- Referral to other support groups.
- Assessment of student learning needs.
- Negotiation of student learning.
- Investigation of alternative learning pathways.
- Support from the DECD Attendance Counsellor

For further advice please contact:

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HALLETT COVE EAST PRIMARY SCHOOL

Student Attendance

Information for Parents/Caregivers and Students

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Introduction

The Education Act 1972 requires all children aged from 6 to 17 years of age to be enrolled and attend school regularly.

Under the Education Act, parents and/or caregivers are held responsible for the regular attendance of all children in their care.

At Hallett Cove East Primary School, children who are of school age but younger than 6 are also expected to attend school regularly, once they have enrolled.

The Attendance Policy and Procedures at Hallett Cove East Primary School encourage and support children to participate fully in and gain maximum benefit from schooling. While at school, students are expected to be punctual, both in the morning and after breaks, and participate appropriately in work, routines and class expectations.

Why is Regular Attendance Important?

The more a child participates, the more he/she will learn and the greater the benefit for future options in life.

Getting the maximum benefit from school has shown that it develops skills and attitudes such as: self discipline, punctuality, time management and social skills to live and work successfully with others. It also creates a more positive perception by others about the child if they have a good attendance record.

For more information, please refer to the Attendance Policy and Procedures

Does my child need to attend school each day?

Yes, unless you have provided the school with an acceptable reason preventing your child's attendance such as:

- Your child is too sick to attend (eg your child has an infectious disease)
- Your child is undergoing treatment (eg for headlice)
- Your child is incapacitated by injury preventing movement around the school
- Your child is accompanying you on a family holiday, which cannot be arranged in school vacation time. In this case an **Exemption From School Attendance form** will need to be completed. Please contact the front office for this form. Approval from the Principal can be given for a period of up to four weeks. For longer periods of time, DECD needs to approve the exemption.

If possible, dental and medical appointments should be made out of school hours.

What do I do if my child is absent, late or needs to leave early?

- Students are expected to be at school from 8.30am and in classrooms by no later than 8.45am.
- If a student is going to be absent Parents/Caregivers are asked to notify the school by phone or in person by no later than 8:45am. (The school phone has a messagebank to leave a message.) It is the responsibility of Parents/Caregivers to provide an explanation for absence.

- Whenever your child is absent from school and we have not been notified, you will be contacted by text requesting a reason.
- Patterns of unexplained absence will be referred to the Leadership Team.
- A doctor's certificate may be requested for absences of 3 or more consecutive days when your child is ill.
- If a student needs to leave before 3:05pm Parents/Caregivers are asked to notify the teacher using the child's Diary, stipulating the time and reason for early departure. When collecting students, Parents/Caregivers are asked to check children out through the Front Office. Students will be collected from the Front Office.
- If a student will be late into class in the morning Parents/Caregivers are asked to please phone the school. Parents/Caregivers are then asked to accompany their child to the office to check in on arrival.

Did You Know?

If a child is absent for 5 days every term, he/she would have missed more than a year of school by the time he/she has finished Year 12.

Research shows that one day missed takes four days of effort to catch up.