



HALLETT COVE EAST PRIMARY SCHOOL

Attendance Policy

Respect – Responsibility – Excellence – Fairness

School attendance expectations

Start time- 8.45am

Finish time- 3.05pm

Opening time (time students can arrive)- 8.30am, when teachers commence duty

The last day of each school term will conclude at 2:05pm

A parent or carer must provide an explanation if their child is late or has to leave early. All students must report to the school front office when they sign in late to school or leave early.

Exemptions

- In some circumstances, the principal has authority to approve an exemption from school. This can be for up to 1 month. It can also be for up to 12 months for a family holiday.
- Before asking for an exemption, families should talk to front office staff. Students must attend school until an exemption is approved.
- Parents or carers must apply in writing. The principal will advise them in writing of their decision. A copy is kept in the student record folder.
- Exemptions of more than 1 month (excluding holidays) must be approved by the department's central office.
- Our school requires an exemption for absences more than 3 school days in a row. This does not include illness
- Forms are available from the front office.

Attendance responsibilities

Student responsibilities

- Attend school every day the school is open unless you are ill or have an approved exemption.
- Arrive at school and to all lessons and activities on time.
- Report to the front office if arriving or leaving late or leave early. A parent or carer might be contacted.

Parents and carer responsibilities

- Make sure your child attends school every day the school is open, unless they are ill or have an approved exemption.
- Be responsible for your child's travel to and from school.
- Make sure your child arrives at school on time, between 8.30 am and 8.45 am.
- Provide the school with up-to-date contact details, including emergency contacts.
- Provide a reason to the school if your child is absent, late or leaving early. The same day if possible.
- Provide a medical certificate or written explanation if their child is ill for 3 or more days in a row.
- Make additional appointments outside of school hours if possible. For example dentists or National Disability Insurance Scheme (NDIS) providers.

Teachers and leadership responsibilities

- Make sure all parents and carers are aware of attendance expectations at Hallett Cove East Primary School.
- Accurately record each absence, late arrival or early departure with the appropriate absence code.
- Contact parents or carers if there is no explanation for ongoing absences, or a pattern of absences.
- Document contact with parents or carers about absences, including attempts to contact.
- Request a medical certificate from parents if needed.
- Consult with the Student Support Services if needed. For example Social Work, Truancy.
- Make notifications about chronic non-attendance (via the Child Abuse Report Line - [CARL](#)) guided by Responding to Abuse and Neglect – Education and Care ([RAN-EC](#)) training and the [Mandatory Reporting Guide](#).
- Teacher to connect with family after 3 consecutive unexplained absences. Teacher to notify leaders after 5 consecutive days of no contact.