

STUDENT ATTENDANCE POLICY

Rationale

Margaret River Independent School believes that students should attend school on all the days they are open for tuition.

Aim

Student attendance at school is regarded as a parental responsibility. All students enrolled at MRIS are expected to attend all days that the school is open and relevant to the age and/or grade of the student, as defined by the School Education Act of 1999.

Implementation

- Students are expected to be in attendance between the hours of 8.45am if arriving by car or 8.50am if arriving by bus and 3pm.
- Teachers are required to register the presence/absence of a student at the beginning of school and in the period immediately after the lunch break.
- The class register of attendance should include the child's, surname, date of birth, address and home phone number and class year.
- By law, all absences from school should be explained either in writing or verbally, by the child's parents/guardians. A standardised school form will be provided to parents for this purpose and is also available from the school office.
- Students who attend school excursions or other school-related activities are to be marked present (or absent) in the normal way.
- Should the Principal deem the explanation for the child's absences as unsatisfactory, he/she is within their rights to refer the matter to the Governing Body as per the School Education Act of 1999.
- The Principal reserves the right to request the non-attendance of a student who he/she deems to be carrying a communicable or infectious disease within the guidelines provided by the School Education Act of 1999.
- Teachers should immediately advise the Principal of any concerns they may have in regards to unexplained and persistent absences.
- Class registers will be inspected and signed by the Principal at the end of each term. He/she will note any concerns with any absences, particularly unexplained and persistent absences.
- Parents/guardians taking students off-site during school hours are expected to advise the class teacher before school verbally or in writing. A sign-out register is to be used and maintained in the office when students are being taken from the school within school hours.
- When parents contact the office to explain an absence a form is completed with the details and passed to the relevant class teacher to be filed.
- Attendance registers and parent notes will be retained as school records, as per the School Education Act of 1999.
- The School will liaise with the Retention and Participation Officer from the Warren Blackwood Education Office for directions and/or support with ongoing attendance issues.
- Parents at MRIS are required to notify the school by 9.30am if their child will be absent on the day
- Attendance shall be registered as per the attached attendance procedure.
- MRIS discourages parents taking children on holidays outside official school holiday periods. Children experience distinct windows of opportunity in terms of learning and benefit from learning amongst peers. Parents shall be reminded of this policy by:
 - Quarterly notices in the school newsletter

-Where extended absences occur by a letter from the Principal
Teachers are only requested to provide learning materials to students who are absent for extended periods under exceptional circumstances and as directed by the Principal.

Other Related School Policies

- Records Management Policy
- Health Policy
- Enrolment Policy
- Duty of Care Policy