



STUDENT ABSENCES AND ATTENDANCE PROCEDURES

Purpose

Peter Moyes Anglican Community School (the School) is part of AngliSchools. Regarding student absences and attendance, the School is bound to comply with the AngliSchools' Enrolment and Attendance Policy and Procedures. The School regulates and monitors student attendance. It sets the expectations for students in order to minimise any negative consequences to ensure a positive learning environment for all students.

Therefore, the following procedures relate to students who arrive to School late, are absent from School and who are absent during term time for a length of time. This Student Absences and Attendance Procedure also outlines the way in which a student signs out of School and parents/guardians seek approval for their child to be taken out of School.

Signing Out of School

Students must be signed out and collected at Reception by a parent/guardian if they are required to leave the School during School hours. Communication from the parent/guardian must be received by the relevant Reception to cover the early departure of the student.

Late Arrival

Students who arrive late to School must report to the relevant Reception. The Receptionist will record arrival time and produce a late slip for the student. The late slip must be given to their class teacher.

Absences

Parents are required to notify the School on or before the day of a student's absence. If the School is not notified, the parent/guardian will be contacted for an explanation. Verbal notification of a student's absence must always be followed up in writing.

The Education Act requires parents/guardians to provide the School with such notice within seven days of the absence.

Obtaining Leave

Should leave be required for the student for a day or more, application should be made by parents. This must be in advance and in writing, to the relevant Head of School.

Holidays During Term Time

The School discourages student absence during term time for holidays. There are family circumstances where absence cannot be avoided; however, parents/guardians need to understand the disruptions caused to student learning and weigh up the advantages and disadvantages. Where the parent/guardian feels that the holiday outweighs the learning disadvantages, then

parents/guardians must understand that their child's teachers cannot be held responsible for the gaps that appear in learning for that child, nor should the parent/guardian request for class work to be provided to cover this period.

Any period of absence from School will result in content being missed which will affect the student's learning. Therefore, the School can only advise that it discourages student absence during term time for holidays.

The leave of absence for the student will be recorded in SEQTA by the School, along with the formal letter of receipt sent to the parent/guardian to acknowledge the absence and the concern of the School about the impact of learning for the student.

Related Documents

Parent Code of Conduct
Student Code of Conduct

Related Links

[WA Education Act 1999](#)
[AngliSchools Enrolment and Attendance Policy and Procedures](#)