



<i>Reviewer</i>	<i>Last Approval Date</i>	<i>Next Review Date</i>
LF	April 2018	2020

Student Attendance Policy

Rationale

Margaret River Montessori School monitors the attendance of all students enrolled, identifies students with attendance issues and implements appropriate measures as required to restore regular attendance. The MRMS School Policy reflects the requirements of the School Education Act 1999.

Statement

Attendance will be checked twice per day and all unexplained absences will be followed up with parents/guardians required to provide an explanation for these absences.

Policy

The parents/guardians of a child who is enrolled at the School are responsible under the Act for ensuring their child is attending on a daily basis.

The only acceptable reasonable reasons for student absence are sickness or family bereavement.

The classroom teacher will keep the Principal advised of students who do not attend regularly.

As part of the Student Tracking System transfer notes will be issued and expected for students changing schools.

A strategy will be decided upon for each particular case on a whole school basis. **The Principal** will be responsible for case-managing these students, encouraging the student and family to ensure the student resumes regular school attendance. In the event that these efforts are not successful, the matter should be referred to the School Council for further action.


The Education Act provides for persistent breaches of Section 23 to be referred to a School Attendance Panel and, ultimately, prosecution of the child's parent in a court.


Section 23 of the School Education Act 1999 requires a student to attend the school at which he or she is enrolled or otherwise to participate in an educational program of the school whether at the school or elsewhere. Section 24 of the Act provides for arrangements alternative to attendance.

The Department of Education has ongoing responsibility for management of attendance issues pertaining to all school aged children in Western Australia. This includes the day to day operations of the Students Whose Whereabouts are Unknown (SWU). Procedures and guidelines apply to all Western Australian schools.


MRMS will make reference to the Department of Education of WA Student Attendance Policy and guidelines therein in promoting and monitoring student attendance.

Relevant Legislation/Authority

 Parental Support and Responsibility Act 2008

 Public Sector Management Act 1994 (WA)

 School Education Act 1999 (WA) Sections 23 and 24.

 School Education Regulations 2000 (WA)

MRMS Procedure for Non-Attendance

