



The Montessori School Kingsley Inc.

ATTENDANCE POLICY

Version Management

Version	Date Published/Reviewed	Changes	Author	Date Ratified by School Council
1	2018	Formerly part of Enrolment Policy	Principal	September 2019

The Montessori School promotes regular and punctual attendance to optimise educational opportunities for all students. The School Education Act 1999 requires all enrolled student to attend school or participate in an educational program of the school. The Montessori School verifies student attendance once in the morning and once in the afternoon.

Purpose:

To ensure that all students enrolled at The Montessori School attend school every day the school is open for instruction. To provide clarity on how to record student attendance accurately and in a timely manner, to track absences and late arrivals and to identify when interventions and support is required to promote consistent attendance.

Attendance Policy:

1. Parents are requested to ensure that students arrive at school 10 minutes before the formal start of the school day at 8.40am. Punctuality is regarded as a daily exercise in good manners.
2. The school will monitor the daily attendance, absences and lateness of students by maintaining a daily register for each class of students. Where unsatisfactory class or school attendance is identified the attendance issue and any action taken will be recorded as appropriate on the student file.
3. Unexplained absences and lateness from classes or school will be followed up in an appropriate manner, with the student and/or their parent or guardian.
4. The school will notify parent or guardian in cases of poor attendance and persistent lateness. The school will work with families, where the necessity arises, to address attendance issues and support students to attend school.
5. Students with ongoing unexplained absences or persistent lateness will be regarded as truant. Advice/assistance may be sought from the West Coast District Education Office.
6. Where a student discontinues attending school and a notice of transfer or a letter of withdrawal from parent/s is not received, the school will take all reasonable steps to locate the student and restore attendance.
7. Where a student cannot be located, their parents cannot be contacted and the school has not received notice of transfer from another school, the student should be reported as missing, as required by Student Tracking System.
8. The Principal can require a student not to attend school for health reasons.
9. School attendance is compulsory for enrolled children during school hours.

Parent Responsibility:

- To notify the school of absences due to sickness
- To notify the school if the student will be late for school.
- To send written notification and request appointment with Principal prior to planned extended leave of absence.
- To provide either a written or verbal acceptable explanation for the absence or lateness. The explanation must clearly indicate the date and time of the absence or lateness.

Related Documents:

- School Education Act 1999
- AISWA Policy and Procedures Guidelines
- <http://det.wa.edu.au/policies/detcms/portal/>
- Attendance and Lateness Procedures