



Attendance Policy

Dunsborough Christian College

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Purpose

Under Western Australian Law, parents and caregivers have a legal responsibility to ensure that their children receive an appropriate education. This means that children of school age must be enrolled in a school, and that they attend that school for each day that the school is open, unless they have a reasonable excuse.

Scope

This policy applies for all students enrolled at Dunsborough Christian College and provides information to parents/caregivers regarding their responsibilities.

Context

Where a student is enrolled in a public or private school, the *School Education Act 1999* (the Act) requires that the student attends the school on site, or an educational program of the school elsewhere as directed by the Principal.

The parents of a child who is enrolled at Dunsborough Christian College are responsible under the Act for ensuring their child is attending each school day, providing an acceptable explanation for any absence to the College. The College is required to monitor and manage student attendance, which must be reported to relevant government departments across the year.

Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes. Dunsborough Christian College is committed to providing a safe and supportive learning environment for all students whilst addressing their educational needs. Regular attendance is integral to successful academic and social outcomes. Accordingly, it is important that students, staff, and parents/carers have a shared understanding of the importance of regular student attendance.

Student learning occurs through a continuous progression and sequence with integration across learning subjects. Missing classes can lead to gaps in understanding and hinder academic progress.

Expectations

Dunsborough Christian College expects that:

- Every student enrolled at the College will attend school all day, every day unless there is an acceptable reason for the absence. Acceptable reasons for a student absence are outlined in the Procedures section of this policy.
- Parents/caregivers will support the College's Attendance Policy and follow absentee procedures where an acceptable reason exists.
- Student attendance will be monitored daily.
- As term dates are provided well in advance, permission will not be granted for students to otherwise leave early or commence later than the designated start and end of term except in extenuating circumstances.

Responsibilities

Dunsborough Christian College is responsible for:

- Monitoring student attendance daily through efficiently marking the roll at:
 - the beginning of each day and Period 6 (for Primary).
 - the beginning of each lesson (for Secondary)
- Notifying parents/carers of any unexplained absence(s).
- Discussing attendance with parent/carers who are away from school more than 3 days and offer support if needed.
- Providing Duty of Care between the hours of 8.15am and 3.45pm daily (there is no supervision of students outside of these hours).
- Providing schoolwork if long periods of absence occur for legitimate reasons.

Parents/Caregivers are responsible for:

- Ensuring that their child attends the College every day for the program in which they are enrolled.
- Providing a satisfactory explanation for all absences, late arrivals, or early departures (further guidance regarding satisfactory explanations is detailed under *Procedures*).
- Contacting the College prior to any 'Planned' absence.
- Contacting Student Services your child will be absent is to be for an extended period of time (e.g family reasons or illness). More than four consecutive school days requires the completion of a *Long-Term Absence Form* with Head of School permission *prior* to the planned absence.
- Contacting Head of School if a student is refusing to attend school. Initiate or attend meetings to seek support and discuss their child's attendance or participation in their educational program.
- Update any change of address or phone numbers immediately via Edumate to ensure records are up to date in case of an emergency.

Students are responsible for:

- Attending school on time each day.
- Be dressed in the correct uniform and have all the necessary equipment needed.
- Remain on the College grounds during the school day – students are not permitted to leave the Campus without a parent/carer to sign them out (only under limited circumstances can a Secondary student sign themselves out and only with written permission from the parent/carer. In Secondary, Head of School permission is also necessary).
- Report to Student Services when arriving late with a note from parent/carer. If no note is provided, the parent/carer will be asked to verify the absence through Edumate.

Teachers are responsible for:

- Recording the roll at the required roll times throughout the school day.
- Ensuring that late arriving students obtain a late note from Student Services.
- Forwarding parent/carer communication regarding absence to the Student Services.
- Refer parents/carers to Student Services in the likelihood of a long term absence.
- Liaising with the HOS regarding student attendance concerns.

Absence Procedures

Dunsborough Christian College expects students to be in attendance all day, every day, unless an acceptable reason for absence exists. In such cases, Parents/ Guardians are required to notify the College of their child's absence through one of the following methods:

Phone	08 6706 7010
Email	student.services@dcc.wa.edu.au ,
App	Submit an absence form on the College's mobile app

Arrival and Departure

Students arriving to school between 8.15-8.30am must make their way to the designated supervision area. Classes open at 8.30am for students to prepare their workspaces. Unless other arrangements have been made by parents or part of the school bus timetable, students are not to arrive at the College prior to 8:15am.

The school day concludes at 3.15pm. Students waiting to be picked up by parents are to wait at the front of the College, but within the College grounds. On arriving, parents are responsible for monitoring their child's safety and interactions. Parents/carers need to inform the office if their child is being collected by someone other than their parents.

Late Arrivals

Learning begins at 8:40am after which students are considered late to school, and must sign in through Student Services with their parent/carer. If parent/carer is not present, or the student does not have a note with an explanation, the parent/carer will be contacted to verify the lateness via phone, SMS, the Edumate Parent Portal or College mobile app.

<p>Acceptable reasons for late arrival include:</p> <ul style="list-style-type: none">• Car/Bus breakdown• Sickness/ Injury• Specialist appointment• Natural disaster/event outside of student/carer's control	<p>Unacceptable reasons for late arrival include:</p> <ul style="list-style-type: none">• Sleeping in• Study lesson• Non-urgent medical appointment • Driving lesson or License test (Secondary) • Uniform issues• Work• No reason
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Students who are regularly late, and/or without reasonable explanation will be contacted by College staff.

Early Departure

Students are not permitted to leave the College grounds during school hours unless they follow the process below and have an acceptable reason for their departure.

Parents/carers must present to Student Services on arrival to sign their child out. Student Services staff will then arrange for the student(s) to meet with the parent for departure. If parents intend to remain on campus for longer than 10 minutes during school hours, they are required to sign in and out of student services as a visitor. If the reason for early departure is not in accordance with the accepted reasons above, and/or early departures are a frequent occurrence, the Head of School will be in contact.

<p>Acceptable reasons for early departure:</p> <ul style="list-style-type: none">• Sickness (accompanied by a parent/carer)• Specialist Appointment (medical certificate may be requested)• Family Business<ul style="list-style-type: none">○ bereavement• Other<ul style="list-style-type: none">○ representative sport (on HOS approval)○ School approved off campus study e.g. approved traineeship/ apprenticeship/TAFE○ Natural disaster	<p>Unacceptable reasons for early departure:</p> <ul style="list-style-type: none">• Non-representative sport or club activity/event• Study catch-up / tutoring lessons• Non-participation in school sport• Non-urgent medical appointment• Driving lesson or License test (in Secondary)• Parent/student/family convenience
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Long Term Absence

Where parents/carers intend for their child to be absent for four or more consecutive days, parents/carers are required to complete a 'Long Term Absence Application.' The application will be assessed by the Head of School and parents/guardians will be notified of the outcome.

Consequences

Where a student fails to meet the requirements of this attendance policy, and Western Australian Law, the College will contact families to provide support and partnership in improving their child/ren's attendance. If the student continues to be absent, regularly arrive late to school, and/or depart early, the College Principal will fulfil their obligation under the *School Education Act 1999* and apply discretion with regards to ongoing enrolment.