



LAMBERT SCHOOL

# Enrolment & Attendance Policy & Procedures

## ENROLMENT

Parents who inquire about enrolments are provided with an information pack about the school which includes our educational approach, physical facilities, curriculum, codes of conduct and policies. Further interest usually results in a visit and an interview. Parents who wish to continue with their enquiry for their child are invited to have the student visit the school for two days to form a realistic impression of resources, layout, routine and teaching style. Enrolment is never automatic, a decision will be made by the school on whether the child can be educated successfully in this unique environment. There are no charges for these procedures. If enrolment applications are made in advance for the next academic year a non-refundable deposit equivalent to two weeks' fees is required. The enrolment form includes an information about fees policy. This section is to be signed as part of the application. Parents are encouraged to inform themselves about school policies and programs by consulting the relevant documents and our school website.

## ATTENDANCE

We believe that consistent attendance at school is critical to achieving positive educational outcomes and keeping students engaged in their learning. Parents/guardians have a legal obligation to ensure a child is enrolled in and attending school, or is registered for home education. Every day a student does not attend school can have a negative impact on their learning. Principals have duty of care for every student while they are attending school at the required times. Principals are required to keep a register recording the daily attendance or absence of each student, to ensure that the school can identify those students who are attending and those who are not. Early intervention in attendance problems is critical to their eventual resolution. The School Community needs to work together to achieve the goal of consistent attendance.

A child who (from 1 January) is at least five years old, but not yet seventeen, is of compulsory school age irrespective of distance from school, and is required to be enrolled at a registered government or non-government school and must attend the school on every day instruction is provided at the school for the child, unless the Minister has granted an exemption from school attendance. The following policy outlines our responsibilities as a School Community. Students, parents and school staff should have a clear understanding of their responsibilities in relation to attendance issues.

### **We believe that**

- Future student success is determined by good attendance at school.
- Parent attitude to regular and on-time attendance is critical in avoiding students falling behind.
- Successful students are well organised and start the day on time.

## RESPONSIBILITIES

### **Students**

- Be punctual and attend school every day unless there is a valid reason for not being there e.g. illness
- Provide teachers with an appropriate explanation for their absences or late attendance (e.g. note or letter from parents/caregiver, medical certificate etc.)

### **Parents/Caregivers**

Parents/caregivers are responsible for getting their children to and from school.

- They should actively encourage their children to attend school on a regular basis
- Children should attend school on every day that instruction is offered.
- Parents/caregivers must provide the school with an appropriate explanation for the student's non-attendance. Usually this comprises a letter or telephone call/text/email from a parent/caregiver or a medical certificate.
- When a student is late for school, it is a requirement that the parent/caregiver explains the reason for the lateness.
- Parents/caregivers must let the school know if an extended absence is likely or if the teacher needs to arrange work at home for the student.
- They should respond to text messages sent by the school regarding absent child.

### **Teachers**

- Monitor each student's attendance.
- Record absence and reasons for absence
- Contact parents/caregivers when students have unexplained absence/s
- Coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.
- Acknowledge students who improve their patterns of attendance and punctuality.

### **Administration**

- Record late arrivals and reasons for lateness
- Ensure that attendance roll is accurately completed.
- Principals will complete letters regarding irregular attendance of students for sending out to parents/caregivers.
- Follow up unexplained absences/lateness.
- Principals have delegated authority from the Minister to approve applications for temporary exemption from school attendance for periods of up to one calendar year. Parents/caregivers should apply in writing and Principals should also advise approvals and non-approvals on school letterhead. Copies of such advices are to be retained in school files, together with applications, and are to be made available to appropriate department officers as required.
- All applications for temporary exemptions exceeding one calendar year, and for permanent exemptions, are to be forwarded to the Educational Director.

### **Non-Attendance**

- The Principal will endeavour to resolve any non-attendance issues through re-engagement strategies.
- At any time the Principal may refer a student's non attendance to the Office of the Education Registrar, to conduct a compulsory conciliation conference.

Effective From: 12/02/2020



Endorsed by School Board: \_\_\_\_\_ 13/02/2020



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## Authorised Reasons for Children to be Excused from School

- Bereavement of a person with whom the school-aged child or youth has a close, significant or family relationship
- medical, legal or related appointments
- Where the school-aged child or youth has witnessed or been subjected to family violence
- Terminal illness of an immediate family member
- Where a natural disaster or extreme weather event prevents a school-aged child or youth from safely attending their enrolled school
- Participation of a school age child or youth in a:
  - recognised learning experience (e.g. a music examination)
  - cultural activity (e.g. participation in NAIDOC Week)
  - an experience initiated by an independent student or parent, where the principal is of the opinion that the experience or activity has educational value to the school age child or youth
- attendance at a recognised event (e.g. a State, National or International level event sanctioned and organised by the official governing body) as:
  - a participant
  - an official of a team or other body
  - a competitor or participant in that event
- where an application for home education has been received by the Registrar and provisional registration has been granted
- where the parent or independent student notifies the principal of an absence due to sickness, temporary or physical incapacity no later than five (5) days from the date of the absence.

Effective From: 12/02/2020

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13/02/2020