



ATTENDANCE POLICY

CMMS-M-POL 0-02

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	Principal	Principal
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VERSION MANAGEMENT

REVISION	DATE	DESCRIPTION	ORIGINATED BY
0	17/03/2016	Draft and implementation	Susan Shen
1	2018	Review	Janet Laing
2	27/07/18	1.Reference to Section 23 included 2. Royal Commission recommendations	Janet Laing
3	16/07/2020	1. Increased details to meet the requirements of the WA School Education Act 1999, Non-Government Schools Funding Order, Australian Education Regulations 2013	
4	26/8/21	1.Inclusion of all legislation and registration requirements	Janet Laing

1. Overview

1.1 Casa Mia Montessori School accepts that responsibility in relation to a child’s attendance is a shared responsibility between the school and the child’s parents or guardians.

In Australia, a parent or guardian has a legal obligation to send their child to school for each day that the child’s school is open for instruction and to provide an acceptable explanation for the child’s

non-attendance on one or more days. An acceptable explanation is one that is acceptable to the school, in accordance with its Attendance Policy.

The responsibility of Casa Mia, in relation to a child’s attendance at school is multi-faceted and ranges from the basic task of recording attendance to monitoring and managing attendance and absenteeism concerns from an educational and duty of care perspective as well as to ensure compliance with Non-Government School Registration Standards and Other Requirements, Public Health requirements, both State and Commonwealth funding requirements and other associated legislated requirements. It should be noted that a school’s legal obligations in relation to attendance apply equally to online-only learning students as to those attending in person.

1.2 Legislation and other requirements

1.2.1 School Education Act (1999)

Part 2, Division 3 of the [WA School Education Act 1999](#) sets out attendance requirements all Western Australian schools must satisfy.

Section	Refers to
23	Compulsory aged student’s requirement to attend school for every day that school is open for instruction or, otherwise participate in the school’s educational programme, at the school or elsewhere, as required by the Principal ... <i>(parents/ guardian’s obligation to ensure the child attends).</i>
24	Principal’s authority to facilitate (in writing) a student’s participation in the school’s educational programme at a place other than the school. This may be for part of the school year ...
25	<ul style="list-style-type: none"> • Excusing a student from attendance or participating in the school’s educational programme, for reason of temporary physical or mental incapacity or any other reasonable cause; • Parent’s/guardian’s obligation to notify the Principal, of the child’s non-attendance or non-participation, as soon as practicable and within 3 school days from when the non-attendance started; • Principal’s authority to request a parent/guardian to supply a certificate from a registered medical practitioner • Student being excused from attendance / participation when moving to registered home-schooling
26	Action that can be taken where there are doubtful reasons for non-attendance. These actions include referral to an Attendance Panel, under section 39. <i>NB: Although section 39(5)(b) makes reference to students enrolled in non-government schools, involvement of Department of Education staff or an Attendance Panel in serious non-government school student attendance issues cannot be guaranteed.</i>
27	Principal’s authority to require students’ non-attendance, on the basis of advice from the Chief Health Officer or a registered medical practitioner, due to reasons of a medical condition, considered by the Principal to be infectious, contagious or otherwise harmful to the health of persons at school or participating in the school’s educational programme.

28	<ul style="list-style-type: none"> Principal's requirement to maintain attendance / participation (or non-attendance / non-participation, as applies) records for each student. Principal's requirement to maintain such records for 7 years from the date that enrolment ceased, as prescribed under regulation 21 of the <i>School Education Regulations 2000</i>. <i>In the event of school closure during that period, the records must be transferred to the Director General. NB: WA Government Schools currently have a 'freeze on the disposal and destruction of student records. Long term retention of Independent School student attendance records is recommended.</i> Requirement that attendance records must be able to be reproduced in written form, though they may be kept in electronic form.
11	Circumstances involving approved options other than school in the final 2 years of compulsory education, including a student engaging in part-time studies at a school.
159(1)(h)	The WA Education Minister's determination of a Non-Government school registration standard that relates to ' <i>the enrolment and attendance procedures at a school.</i> ' s.159(1)(h).
182	The Non-Government Schools' Funding Order and Non-Government Schools' Funding Guidelines. These documents are produced each year. The Guidelines set out student attendance eligibility requirements for the school's receipt of State funding.

1.2.2 Public Health Act 2016

The [WA Public Health Act 2016](#) outlines circumstances where a student (or students) are to be excluded from attending school.

Section	Refers to
142	<ul style="list-style-type: none"> Reporting information to the Chief Health Officer; The Chief Health Officer's authority to direct that a child who has not been immunised against a vaccine preventable notifiable infectious disease is not permitted to attend, or participate in the educational programme of the school, for a specified period; The Chief Health Officer's authority to direct the closure of whole, or a part, of the school for a specified period, to limit or prevent the spread of a vaccine preventable notifiable infectious disease <p><i>NB: Regulation 10 of the Public Health Regulations 2017 provides additional information in relation to the satisfaction of s.142.</i></p>

1.2.3 Australian Education Act 2013 and Australian Education Regulations 2013

Part 1, Division 2 of the [Australian Education Regulations 2013](#) sets out information about student attendance eligibility requirements for the receipt of Commonwealth funding. This information is also available from the Non-Government Schools Census Guidelines that are produced each year.

1.2.4 Registration Standards and Other Requirements for Non-Government Schools

The [Guide to the Registration Standards and Other Requirements for Non-Government Schools, January 2020](#) outlines the registration standards that Independent schools must observe, along

with some brief explanatory information. Below are standards that are relevant to student attendance:

Standard 6: Enrolment and Attendance Procedures

6.1 Student enrolment and attendance procedures and practices comply with all legal requirements.

Standard 7: Critical and Emergency Incidents

7.2 The governing body ensures the Director General is notified of every reportable incident as soon as practicable, and in any event within 48 hours of the incident, using the form published by the Director General for this purpose.

This standard is relevant to attendance because one of the definitions of a reportable incident states that:

(3) An incident requiring a police or other emergency services response when a student appears to have been taken or removed, or goes missing and cannot be accounted for, from the school or from a school-related activity without proper authority.

Standard 13: Minimum Age of Enrolment

13.1 Unless the Director General provides prior approval, the school does not permit any child to be enrolled at the school before the final year of their early education period and the child has turned 3 years of age.

NB: Although this standard is about enrolment, it is actually more about a child not being permitted to attend school before the age of three years and the third birthday must occur on or before 30 June in the year of the child's attendance. The regulator has advised that it is understood that a contract of enrolment may be finalised prior to attendance.

Montessori School are given an exemption to this section of the Standard and this is managed by Beehive Montessori School on behalf of the Montessori Schools of WA.

Other Requirement – Standard of Education

The following may be requested before, during or after a renewal of registration school visit:

Documentation of the re-engagement strategies implemented when a student's unapproved absences are having a significant impact on the student's progress with the learning programme.'

(Guide to the Registration Standards and Other Requirements for Non-Government Schools, January 2020, p.47)

1 Purpose

Through the implementation of this policy and procedures, Casa Mia Montessori School aims to

- ✓ Inform parents of their legal obligations: to send their child to school for each day the school is open for instruction and in particular those children of compulsory school age -*School Enrolment Contract, School Handbook -*

- ✓ Inform parents of the necessity to provide an acceptable explanation for a child's absence on one or more days – *School Handbook*
- ✓ Uphold the attendance routines to monitor and manage attendance and absenteeism from an educational and duty of care perspective as well as to ensure compliance with Non-Government School registration standards, Public Health requirements, both State and Commonwealth funding requirements and other associated legislated requirements.
- ✓ Make arrangements in writing to facilitate a student's participation in the school's education programme at a place other than the school
- ✓ Have procedures in place for doubtful reasons for non-attendance
- ✓ Be cognisant of the Non-Government Schools' Funding Order and Guidelines which set out student attendance eligibility requirement for the school's receipt of State Funding.
- ✓ Be cognisant of the reporting criteria to the Chief Health Officer and the possibility of a school closure of whole or part of the school for a specified period to limit or prevent the spread of a vaccine preventable notifiable infectious disease.
- ✓ Make arrangements for the storage of attendance records for 75years from the date of the student's birth date *Refer: Records Retention and Disposal P&P*
- ✓ Make arrangement for the storage of attendance records permanently for Torres Strait Islander, Indigenous and Hour of Care Students. *Refer: Records Retention and Disposal P&P*

2 Scope

The policy applies to all children enrolled with Casa Mia Montessori school and the staff

3 Policy

All students who enrolled at Casa Mia Montessori School, regardless of their age, are expected to attend school whenever instruction is provided unless they are unwell; have an infectious disease or provide an acceptable reason for absence to the principal..

Responsibilities

Principal and Teachers

3.1 Monitoring

Principal

3.2 Review

Principal

6. Related documents

6.1 School Handbook

6.3 Student Records Management Policy and Procedures

6.4 Archiving Policy and Procedures

6.5 Child Protection Policy and Procedures

7. Relevant Legislation

School Education Act 1999 ss 61(1)(b), 63(i)(c)(ii), 64(1)(e) School
Education Regulations 2000, Regulations 38,39
WA Public Health Act 2016
Public Health Regulations 2017
Australian Education Act 2013
Australian Education Regulations 2013
Non-Government Schools' Funding Order
Non-Government Schools' Funding Guidelines
Registration Standards and other requirements for Non-
Government Schools January 2020