

# SCHOOL ATTENDANCE AND STUDENT ABSENCE POLICY - SENIOR SCHOOL



## 1. PURPOSE/RATIONALE

Students are required to have regular, continuous and punctual attendance throughout the specified periods of the academic year. Regular or prolonged absence requires supporting medical documentation and consultation with the Principal.

## 2. SCOPE/APPLICATION

The policy covers the procedures for parents to follow in the Senior School, in the event of student absence through illness or extended absence.

## 3. BACKGROUND

St Hilda's has a strict attendance policy in accordance with the School Education Act expectation that students attend school for each day that it is open for instruction. The School recommends that students do not miss class time as it can place significant stress on the students when they need to catch up on missed learning, which can then affect student success and confidence.

## 4. DEFINITIONS

Nil

## 5. LEGISLATION

School Education Act 2009  
School Education Regulations 2000

## 6. RELATED POLICIES AND PROCEDURES

Assessment Policy

## 7. GUIDELINES/PROCEDURES

### 7.1 Parent notification

Parents are requested to notify the school by telephone on 9285 4100 before 8.30am giving reasons for their daughter's absence and expected date of return to school. A message can be left on the absentee line 9285 4150 for students in Years 7 – 12 or an email can be sent to Student Wellbeing Administration at [StudentWellbeingCentre@sthildas.wa.edu.au](mailto:StudentWellbeingCentre@sthildas.wa.edu.au).

If assessment is missed through illness, a medical certificate must be provided (please check under Assessment Policy).

### 7.2 Absence for dental and other specialist appointments

Wherever possible, students are expected to make appointments outside of school hours. Leave may be given if a written request is made with the usual two days' notice. In all cases, assessment has priority over specialist appointments.

### 7.3 Illness during the day

Senior School Students should report to the Student Wellbeing Centre with a permission note from a teacher when wanting to attend the Health Centre due to illness. Students

will be allowed to remain in the Health Centre for one lesson; then, they will either return to class or if remaining unwell, parents will be contacted to make arrangements for their daughters to go home. Students are not to contact parents directly and all contact is preferred through the Student Wellbeing Centre and/or Health Centre.

#### **7.4 Parental Absence**

When parents are absent interstate or overseas, the School is to be notified in advance in writing of all contact details for parents and for the adults responsible for the students until the parents return.

#### **7.5 Early Departure from School/Late Arrival to School**

No student may leave the grounds without permission. Parents are to inform the School the day prior either by telephone, email, diary note, or appointment card. If a student is late to school she is required to sign in at the Student Wellbeing Centre. Students leaving school must pass through the Student Wellbeing Centre and sign out. No student will be allowed to leave without notification from parents.

#### **7.6 Absence at the beginning or end of any term or extended absences during term**

The Principal has the sole authority to grant leave for absences at these times. The Principal should be advised in writing of the circumstances of the extended absence at the earliest possible time. A medical certificate must be provided if a student is absent through illness at these times.

Please note, it is unreasonable to expect teachers to provide work to students who choose to be absent during school time. An example of this may be leaving term early to travel overseas. It is impossible to replicate the learning experiences the student will miss.

It is the student's responsibility to ensure any assignments are handed in before departure.

In such an instance, an absence in Years 11 and 12, when the School is bound by external SCSA regulations, would result in a zero for any in-class assessments missed.

In Years 7 – 10, if a student misses an assessment date and completes at a later date then these results cannot contribute to the student's semester grade.

An exception is made for sporting representation at the State or National level.

<b>Responsibility:</b>	<b>Dean of Student Wellbeing</b>
<b>Review Date:</b>	<b>May 2019</b>
<b>Next Review Date:</b>	<b>May 2020</b>