



## **JUNIOR SCHOOL ATTENDANCE**

### **CATEGORY**

Procedure

The following guidelines are to be followed in the Junior School.

### **DAILY ROUTINE**

Junior School staff are required on campus by 8.15am in preparation for the commencement of the School day at 8.30am. Part time staff are required to be on campus 15 minutes prior to commencing their first class. Classrooms are opened at 8.15am to allow students time to unpack and prepare for the day.

- Recess commences at 10.30am and concludes at 10.55am.
- A Lunch break of 40 minutes begins at 12.50pm and concludes at 1.30pm.
- The school day ends at the following scheduled times:
  - ❖ Pre Kinder - 2.45pm
  - ❖ Kindergarten - 2.50pm
  - ❖ PP - Yr 4 - 3.15pm
  - ❖ Years 5 & 6 - 3.20pm
- Formal supervision of students in the Junior School commences at 8.15am and concludes once a parent or guardian has collected them at the end of the day.
- Parents are requested not to drop their children off at School before 8.15am and to collect them promptly at the end of the day.
- Staff are rostered on duty at the end of the school day to supervise student pick up at all designated pick up points. (see Parking and Traffic flow map). Any student not collected by 3.40pm is supervised in the Junior School reception area until a parent or guardian collects them.
- Students involved in co curricular programs are supervised by a teacher and must be signed out by a parent or guardian at the end of the session.

### **STUDENT ABSENCE**

The College has a duty of care to know where every student is at all times. The parent or guardian is responsible for informing the College of any known absence. The ELC or JS receptionists will follow up any unexplained absences.

#### **Staff**

Attendance of all students is recorded via the College database Attendance Maintenance in the Synergetic Management System.

At 8.40am and 1.40pm, all teachers who are responsible for a class have the responsibility to record attendance. This is a legal requirement and attendance must be submitted by 8.40am and 1.40pm. Teachers are asked to include all known information when a child is marked absent. Please note, Specialist teachers are required to submit the attendance in Synergy when they have a class at these times.

Should contact be made directly to ELC or JS Reception by a guardian via phone or email about the absence of a child, the Receptionist will note this on Synergetic Management at the time. Should the teacher have completed absentees prior to this notification JS/ELC Receptionist will override with the comments or information that they have received. Teachers can log on to Synergetic Management at any time to view attendance.

Where a teacher does not have computer access (e.g. relief staff, pool activities or power outage) completion of a manual attendance record is required and must be handed to JS/ELC Reception by 8.40am and 1.40pm for their input into Synergetic Management. Class lists can be found in the classroom in the red Staff Information File, on the R Drive under Junior School, Class Lists and in the trays in the JS Workroom area.

If a teacher is unable to utilise Synergetic to enter attendance due to IT issues, it is the teacher's responsibility to report this issue by emailing 'support' and a hard copy of the attendance record must be given to JS/ELC Reception until the issue is rectified.

Any student arriving at the College after 8.30am in the morning or leaving the College before their dismissal time at the end of the day must be signed in/out at ELC/Junior School Reception. This information is then recorded in Attendance Events Maintenance and ensures the College records are accurate.

## **Parents/Guardians**

Parents are asked to email *jsabsentees* or *elcabsentees*, or phone, prior to 8am on each day of a student absence. The ELC/JS administration staff must document all absentee phone calls. Students must bring a note from their parents after an absence and the class teacher should file this. If a pattern of absenteeism occurs, teachers are to notify Head of Junior School who will contact parent/guardian.

ELC/Junior School Receptionists will contact all parents of students who are absent without notification by phone immediately after all student attendance has been recorded.

If a staff member becomes aware of an unexpected absence of a student during the school day, they should notify JS Administration immediately.

## **STUDENT LATE ATTENDANCE**

Students who arrive at school after 8.30am are required to report to ELC/JS reception prior to going to their classroom. A parent or guardian must sign in students in the ELC. Students in Years 2-6 must sign in at JS Reception and take a 'Signed In' card to notify the class teacher that their late attendance has been recorded in Synergetic.

Students who are consistently late should be discussed with the Head of Junior School and appropriate action will be taken.

## **STUDENT REGULAR ABSENCES**

Leave to attend regular appointments or activities held outside the College during school hours must be arranged in writing, in advance through the Head of Junior School.

## **STUDENT ABSENCES FOR HOLIDAYS DURING TERM TIME**

Student absence as an extension to the school holiday period is not encouraged. Term Dates are published well in advance so that holiday planning can take place, thus avoiding any disruption to the student's schooling.

If there are extenuating circumstances that necessitate the absence of a student, a written, signed request for leave should be sent to the Head of Junior School in advance of the planned absence. The principal has the authority to approve or disapprove the requested leave depending upon circumstances, age of the child and the impact that the leave may have on the child's educational attainment.

School work is not provided unless the student is on an IEP. However, where ill health or serious misfortune creates absence it is important to support the family and student to manage a suitable education program.

## **FULL FEE PAYING OVERSEAS STUDENT ABSENCES**

## Attendance and Registration Standards

8.4 *'Provision within the schools attendance monitoring processes should cater for absences of more than two consecutive days. This proactive approach is linked to both the National Code 2007 responsibilities surrounding attendance and student support.'*

The Synergetic report 'Student Absence Events' is to be printed weekly by JS/ELC Receptionist and forwarded to the Director of Strategic Planning for their attention.

## **STUDENTS LEAVING THE COLLEGE DURING THE SCHOOL DAY**

### **Absence during designated school hours**

Infrequent appointments for medical, dental and other purposes need to be advised to the class teacher through the Student Diary or a written note. Students need to be signed out by the accompanying parent through JS or ELC Administration, and signed in on return. A "Signed Out" card will be given to the Years 2 - 6 parents as they register their child's absence from class at Junior School Administration and this card must be passed on to the teacher upon collecting their child to confirm that the correct process has been followed. Similarly when a Year 2 - 6 student is signed in at JS Administration, they will be given a "Signed In" card that must also be given to the teacher. Teachers are to return these cards to JS Administration for ongoing use.

ELC Administration collects PK-I students from the classroom after parent signs them out and parents sign in upon return and take the student back to class after being given a 'Signed In' card to hand to the teacher.

Please note that all written correspondence by a parent must be filed in the student's personal folder in the Executive Assistant's office. Teachers are to make copies for themselves and/or relevant staff as required

### **Student appointments**

From time to time parents make requests for students to attend regular out of school appointments or activities during school hours. Permission to do so may only be granted by the Head of Junior School. Parents are required to make their request in writing to the Head of Junior School, and they will be issued with a written endorsement, as appropriate.

## **STUDENT ILLNESS DURING THE DAY**

### **'Health Centre' slip:**

For accidents and illness occurring during break times, students in Years 2 – 6 must notify the Duty Teacher who can then assess the situation and complete a Health Centre slip (located in duty files). JS Administration receptionist is also available to arrange a Health Centre slip. Another staff member or peer then accompanies the student to the Health Centre. A Teacher Assistant takes students in the ELC who require a visit to the Health Centre.

### **Doctor required:**

Should a student require a doctor's visit, the Health Centre staff must contact JS or ELC Administration to register the child's absence from Junior School.

Teachers or administration staff must not administer medication to students. Please refer such matters to the Health Centre. The only exception to this is in the case of severe anaphylaxis or asthma when the teacher is to immediately administer the prescribed dosage of medication as per the Action Plan.

Please also see '**Allergy Awareness, Asthma, Epilepsy & Other Medical Conditions**' in the **junior School Staff Handbook** for protocols dealing with Anaphylaxis, Asthma and other allergic conditions.

In case of a serious accident, one staff member should stay with the student whilst JS or ELC Administration is notified who will contact the Health Centre. The Head of Junior School must be notified.

## **Incident Reports:**

For a serious injury to a student under staff supervision, the staff member who was on Duty at the time must complete student incident report. If the student is first seen at the Health Centre, the Health Centre staff member must complete the form. The form must have two signatures on it, one being the staff member lodging the incident report and the other being a staff member from the Health Centre.

## **STUDENTS WHO END THEIR ENROLMENT**

When a student leaves the College and enrolls at another school, a transfer note will be sent to Penrhos from the school in which the student has enrolled.

## **STUDENT TRACKING SYSTEM K - 12**

When a student leaves Penrhos and a transfer note is not received the student is known as 'missing'. If a student is missing and the parents cannot be located, the school will ring the person who is the emergency contact, visit the home of the student (if convenient), or contact known relatives and peers. If a student cannot be located despite reasonable attempts, then they will be referred to the Regional Education Office. The Regional Education Office will advise the College when it has permission to delete the student from its enrolment records.

All steps taken by the College to locate the student will be documented. The Enrolments Manager manages this process.

## **CHILDREN IN THE WORKPLACE**

The College is committed to the principle of equitable access for employees and students, and promotes a work environment that respects the sometimes-conflicting priorities of work and family responsibilities. The College also recognises the right of individuals to access employment irrespective of their responsibilities toward dependent children, and will ensure that a risk-based judgment is made to reduce the consequences of any potential hazards that may be faced by students, their parents or employees and their children.

The communal staff office areas and staff room are work areas used by a number of staff. Shared office space and the Colwyn Centre are areas where professional undertakings occur and are not considered appropriate venues for dependent children.

The WA Equal Opportunity Act (1984) prohibits discrimination in education and employment on the basis of marital status, pregnancy or breast feeding responsibilities. To assist staff in balancing their work and family responsibilities the College provides generous Carer's Leave provisions, and the opportunity for breast feeding in the privacy offered by the Health Centre. The Commonwealth Sex Discrimination Act (1984) also prohibits discrimination on the basis of breastfeeding and family responsibilities. However, the College also has safety and health obligations under the Occupational Health and Safety Act (1984).

The purpose of 'Children at Work' policy is to outline conditions under which children who are not attending students are generally permitted to be at the College.

Should an emergency occur requiring the attendance of an employee's child at the College in a non-school capacity, endorsement is to be gained from the Principal.

## **NEXT REVIEW DATE:**

April 2018

## **OWNERSHIP**

Head of Junior School