

Attendance at North Morley Primary School

Regular attendance at North Morley Primary School supports students to achieve by ensuring they are familiar with the routines of the school environment, develop relationships and are exposed to all learning opportunities.

We believe that there are many barriers that prevent regular attendance. We approach all attendance concerns with empathy, the intention to understand and support, and with the goal to work in partnership with students, families, and our community.

Roles and Responsibilities:

School will:

- promote the importance of regular attendance.
- work to develop strong relationships with students and their families to foster open communication to share any barriers to regular attendance.
- develop whole school teaching and learning and learning environment plans to engage and support students.
- utilise support services to remove any barriers relating to regular attendance.
- provide multiple modes for families to communicate attendance.
- follow up attendance concerns first via phone and then through formal methods.

Teachers will:

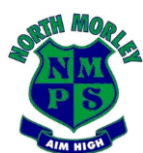
- work to develop strong relationships with their students and their families to foster open communication to share attendance concerns and barriers.
- develop teaching and learning programs and a learning environment to engage and support students.
- develop plans in partnership with their family to support regular attendance.
- mark absence using Integris by 9:30am every morning.
- record reasons for absence on Integris when received.
- store all notes regarding attendance in an envelope in the classroom until end of the year when they will be sent to the office for archiving.

Parents will:

- communicate with school, as soon as possible, when their child will be away and reasons for the absence.
- communicate with school if there are any barriers impacting regular attendance.

Students will:

- communicate with their family and/or school when there are reasons that cause them to not want to attend school.



Alerting the school of an absence:

Short Term Absences:

If your child is going to be absent for 5 days or less, please contact the classroom teacher or the school office via:

- on the website <http://northmorleyps.wa.edu.au/absence-online-form/>
- written note
- phone call
- face-to-face verbal conversation
- email
- connect

Long Term Absences:

If your child is going to be absent for more than 5 days, including vacations, please contact the principal in writing to inform the dates of absence and of the reason.

Difficulty Attending

We understand that there may be times when you have difficulty getting your child to attend regularly. If you are having difficulty getting your child to school for any reason, please contact us and make a time to talk. We will work to understand and make adjustments at a school level or provide access to outside services that may be able to help and support.

Arriving to school late:

Learning commences at 8:50am. If your child is arriving after this time they are considered late and will need to get a late pass from the office **before** heading to class.

This policy is guided by Department Guidelines: <https://www.education.wa.edu.au/web/policies/-/student-attendance-in-public-schools-procedures>

