

PROLONGED ABSENCES

- If there are 3 days of unexplained absences contact will be made by the classroom teacher / administration asking for an explanation of the absences.
- The school will meet with you to discuss any ongoing issues and prepare an attendance plan.
- If there are still ongoing attendance issues, your case will be referred to Regional Office.
- A School Attendance Panel will be set up to review your child's attendance.

STUDENTS ARRIVING LATE / LEAVING EARLY

Students arriving at school significantly late or leaving early miss critical morning routines or learning activities. The school day begins at 8:45am. Students will be considered late if they are not in class by this time. Students who arrive after the siren are required to report to the school office to receive a late notice card before entering the classroom. Private appointments should be made outside of school hours, where possible.

FREQUENTLY ASKED QUESTIONS

Q: What should I do if my child is unwell?

A: Inform the school, preferably first thing in the morning, and by SMS to 0408 092 347.

Q: What should I do if my child refuses to go to school?

A: Contact the school as soon as possible and the school will arrange support and advice.

Q: What should I do if I am taking a vacation during school time?

A: Inform the school of the vacation, however you should try to take holidays during school holiday periods.

Q: If I receive a letter in the mail with the date of an unexplained absence what should I do?

A: Provide an explanation of the absence and return the note to their class teacher.

Carine Primary School
58 Osmaston Road
CARINE WA 6020

Telephone: (08) 9447 4266
Fax: (08) 9447 4796



**Attendance at
Carine Primary School**

**Responsibilities
of
Parents and Caregivers**

FACTS ABOUT ATTENDANCE

- Research confirms that to maximize your child's learning successes, they need to attend school 95% of the time. (This equates to 19/20 days)
- Regular attendance enables children to build upon their knowledge and skills every day.
- Children who miss out on the basic skills may experience difficulties later on due to gaps in their learning.
- Regular attendance helps students to develop confidence in areas such as social skills, organisation and teamwork.
- The law requires students to attend Primary School from Pre-primary to Year 7.

SCHOOL TIMES

School Starts: 8.45am

School Finishes: 3.00pm

- Please drop children to school from 15 minutes prior to school start.
- Please pick up children from school at 3.00pm sharp.

WHAT THE LAW SAYS

Under Western Australian law (School Education Act 1999), parents must send their children to school unless:

- They are unwell.
- They have an infectious disease.
- The principal is provided with a genuine and acceptable reason.

You must let the school know within 3 days why your child is not attending school.

WHAT TO DO IF YOUR CHILD IS SICK

- Please SMS the school on 0408 092 347 with the name of the student, room number and reason for absence.
- If you are unable to SMS, ring the school on 9447 4266 advising staff of the reason for your child's absence.
- The class teacher is then notified that your child is away and why.
- If you are unable to call in the morning, other methods of communication are email, note or verbal discussion with class teacher. This must occur no later than 3 days after the absence.

- A student's absence must be explained by the parent or caregiver only, not the student.
- Please ensure your details are updated at the front office so that we can contact you about unexplained absences.

UNEXPLAINED ABSENCES

If your child's absence is not explained, the following procedure is followed:

- Contact is made by administration if the absence is still unexplained.
- An absentee note is sent home asking for a written explanation of the absence from the parent /caregiver.
- If still no explanation is given, a meeting is requested by the teacher / administration.