

Dunsborough Christian College

Attendance and Absence Policy

College attendance and reasons for absence

Under Western Australian Law, parents and caregivers have a legal responsibility to ensure that their children receive an appropriate education. This means that children of school age must be enrolled in a school, and that they attend that school for each day that the school is open, unless they have a reasonable excuse.

Acceptable reasons for late arrival, early departure or non-attendance	Unacceptable reasons for late arrival, early departure or non-attendance
<ul style="list-style-type: none">• Car/Bus breakdown• Sickness• Specialist appointment• Representative sport• Bereavement• Off-site traineeship/apprenticeship• Natural disaster/event outside of student/carer's control	<ul style="list-style-type: none">• Family preference or convenience• Sleeping in• Uniform issues• Study at home / tutoring• External lessons or recreational activities Driving lesson or License test• Non-urgent medical appointment• Non-participation in school events• No reason

Responsibilities regarding attendance

As a College, we undertake to:

- Monitor student attendance daily.
- Notify parents /carers of any unexplained absence(s).
- Discuss attendance with students and families to offer support if needed.

Parents/carers of enrolled students undertake to:

- Ensure your child attends each school day and seek support if required.
- Provide a satisfactory explanation for all absences, late arrivals or early departures.
- Provide a medical certificate when required from the College.
- Contact the Registrar prior to any 'planned' absence of four or more days as State law requires school approval for extended periods of absence.

Enrolled students undertake to:

- Attend school on time each day, dressed in the correct uniform and with all the required equipment.
- Obtain College and parental authorisation if you need to leave school before the end of the school day.

How families can communicate absence reasons

If absences are unplanned, parents or guardians are required to notify the College of their child's absence through one of the following methods:

Phone	08 6706 7010
Email	student.services@dcc.wa.edu.au ,
App	Submit an absence form on the College's mobile app

Please be aware that absences of four or more days for medical reasons will require a Doctors Certificate. For Senior students, Doctors Certificates will also be required for any missed assessment dates.

To provide your absence reason (see table on page 2 for acceptable reasons)

Four or more consecutive days away: Contact the Registrar by phone or email. You may be forwarded an Application for Exemption from Attendance form to commence the approval process (see What to do if you are planning a holiday below)

What to do if you are planning a holiday:

Our Enrolment Contract states under the Attendance section (4.2c) that families undertake to: *Obtain written authorisation from the College Principal for an exemption from compulsory attendance where an absence exceeds four consecutive school days.*

Therefore, if families are planning a holiday for more than four consecutive days, we ask that an email or phone call be made to the College as early as possible to commence the approval process. Once approval is gained, this also allows the school to support continuity of learning to be made. This may include provision of topical work or less structured project relating to the holiday, depending on the situation.

Arrival and Departure

Students arriving to school between 8.15-8.30am must make their way to the designated supervision area. Classes open at 8.30am for students to prepare their workspaces. Unless other arrangements have been made by parents or part of the school bus timetable, students are not to arrive at the College prior to 8:15am.

The school day concludes at 3.05pm. Students waiting to be picked up by parents are to wait at the front of the College, but within the College grounds. On arriving, parents are responsible for monitoring their child's safety and interactions. Parents/carers need to inform the office if their child is being collected by someone other than their parents.

Late Arrivals

Learning begins at 8:40am after which students are considered late to school, and must sign in through Student Services with their parent/carer. If parent/carer is not present, or

the student does not have a note with an explanation, the parent/carer will be contacted to verify the lateness.

Early Departure

Students are not permitted to leave the College grounds during school hours unless they follow the process below and have an acceptable reason for their departure.

Parents/carers must present to Student Services on arrival to sign their child out. Student Services staff will then arrange for the student(s) to meet with the parent for departure. If parents intend to remain on campus for longer than 10 minutes during school hours, they are required to sign in and out of student services as a visitor. If the reason for early departure is not in accordance with the accepted reasons above, and/or early departures are a frequent occurrence, the College leadership will be in contact.

Consequences

Where a student fails to meet the requirements of this attendance policy, and Western Australian Law, the College will contact families to provide support and partnership in improving their child/ren's attendance. If the student continues to be absent, regularly arrive late to school, and/or depart early, the College Principal will fulfil their obligation under the *School Education Act 1999* and apply discretion with regards to ongoing enrolment.