



Attendance Policy 2026

Version No.	Date Review Due	Approved and Date Published	Changes Made	Author of Changes
9.	2028	April 2026	Minor changes	JM

Introduction

Yallingup Steiner School complies with all State and Federal laws and guidelines regarding student attendance for compulsory aged children enrolled.

It is duly recognized that regular attendance at school is inextricably linked to positive attainment of educational objectives.

Regular attendance provides students with the routines, clarity and associated confidence necessary for scaffolded learning to be attained over time.

Scope

This policy applies to all students from 5 years and 6 months of age, enrolled at Yallingup Steiner School.

Policy Statement

It is a priority for Yallingup Steiner School to support regular attendance of students.

Regular student attendance is pursued in the following ways:

- promoting the importance of school attendance to the school community;
- engaging in community-initiated approaches to strengthen student attendance;
- developing plans in partnership with students, families, communities and other agencies, to improve student attendance, including documented plans where required, to address the persistent absence of individual students;
- maintaining accurate attendance records;
- responding to Department requests for reporting and disclosure of attendance data;
- retaining all relevant documentation.

The objectives of this policy are:

- To ensure that school attendance is effectively monitored;
- To respond appropriately to prolonged or regular absenteeism;
- To remind parents/carers of their legal obligation to send children to school, except in the case of sickness, or in special circumstances where prior approval has been granted;

- To ensure attendance at excursions, camps, school festivals and performances, which are part of the curriculum and not optional;
- To attain optimal attendance of students to support positive educational development.

At Yallingup Steiner School, we are mindful that inconsistent attendance may lead to:

- Students experiencing gaps in knowledge which are compounded by further absences;
- Students experiencing learning difficulties, which may lead to behavioural problems;
- Difficulty for students within peer relationships.

Minimum age of Enrolment

As per **Standard 13 of the Non-Government Schools Regulations:**

13.1 Unless the Director General provides prior approval, the school does not permit any child to be enrolled at the school before the final year of their early education period and the child has turned 3 years of age.

Monitoring Procedures

1. Attendance at school will be **monitored twice daily** and noted in the Class Attendance Register in the school management system.
2. The Education Facilitator, in communication with the Administration Assistant and Business Manager, will ensure that **patterns of absence** are identified and appropriately managed.
3. If a **student is not in attendance** on any day, a parent/carer must contact the school via email or the school communications app (SchoolStream), on that day, and explain in writing the reason for absence. The [School Education Act 1999](#) requires that an explanation of a student's absence is provided within three school days from the start of the absence.
4. Parents/carers must register any student movement throughout the day in the **student movement** file at the front desk.
5. If **absence is unexplained**, the Administration assistant will contact parent/guardian/emergency contact, to determine the reason for absence. Acceptable reasons for student absence include;
 - Illness
 - Travel for Education Purposes

- Urgent family business
- Bereavements
- Medical Appointments
- Any other reason, as approved by the Education Facilitator and/or the School Executive, to support student achievement, long term engagement and wellbeing.

6. As per the **requirements of Standard 7** of the Non-Government Schools Regulations:

“If a Critical and Emergency Incident requiring police or other emergency services to respond, when a student appears to have been taken or removed, or goes missing and cannot be accounted for, from the school or from a school related activity without proper authority, the Director General will be notified as soon as is practicable, and in any event within 48 hours of the incident using the form published by the Director General.”

7. Where there is cause for concern for **continued, prolonged or unexplained absences:**

- The Education Facilitator is to be notified by Administration Assistant and/or Teacher(s).
- **Early intervention and support** to restore attendance is initiated by the Class Teacher with support from the Education Facilitator where required. An Attendance plan will be discussed and proposed, in collaboration with parents/carers, with the aim to preserve enrolment and support student engagement.

Systems ensure that in a timely way the school:

- a. identifies when a student’s attendance is declining or continues to place them at risk;
- b. investigates the causes;
- c. intervenes with the aim of restoring student attendance; and
- d. consults as appropriate with the student, their parents and other stakeholders to develop approaches that are context specific and culturally responsive.

8. Where a student is not able to attend school due to a **serious or longstanding medical condition,** the school will maintain ongoing liaison with the parents and guardians in relation to the schoolwork provided and completed and student wellbeing.

Records of medical direction for absence will be sought and retained in the student management system.

9. Continued low attendance, without acceptable reason, is deemed to indicate a lack of support on behalf of the family and the student's **enrollment may be reviewed and/or terminated following 14 days' notice** to parents/carers.

Documented planning covering a minimum of 4 weeks will precede any termination of enrolment to give students the best possible chance of reaching acceptable attendance (90%) with support.

A documented plan is the broad term describing a range of ways the school may cater for the identified educational needs of individual students and/or a small group of students with similar education needs. Documented plans may take a variety of forms, including:

- Individual Education Plan (IEP);
- Individual Behaviour Plans (IBP);
- Individual Transition Plans (ITP);
- and
- Risk Management Plans (RMP).

Student attendance rates are reviewed in conjunction with the biannual STATS report lodged with Schoolshub.

Written communication to parents may be issued to initiate attendance planning.

10. The Student Tracking Coordinator, within the Department of Education, will be contacted if a **student's whereabouts becomes unknown**. A student can be regarded as 'missing' when, within **15 days** of the start of an absence, they cannot be located, their parent/s cannot be contacted, and the school has not received advice that the student is being educated elsewhere.

11. Removal of Students During School Terms for holidays is an occurrence that is not supported by Yallingup Steiner School. It is acknowledged that parents have personal reasons for planning absences, but it is always the school's clear intention to encourage maximum attendance.

By withdrawing students from school during Term time, parents and guardians are in breach of their legal obligation.

Teachers are not expected to provide lesson material for students who are on extended holidays.

A proactive educational approach for parents and guardians, whereby reminders in class meetings and newsletters encourage holiday making to be planned with the students best educational interests in mind is implemented.

Related Documents

Enrolment Policy

Child Safety and Wellbeing Policy

For Students whose whereabouts is unknown:

<https://www.education.wa.edu.au/dl/gr3r8gn> Children and Community Services Act 2004 (WA)

[School Education Act 1999](#) (WA)

[School Education Regulations 2000](#) (WA)