



PERTH
MONTESSORI
—

ATTENDANCE POLICY

BOARD APPROVAL

Version: v2.0

Approval Date: 12 Aug 2022

Signed by Board Chair: 

Name of Board Chair: Dr. Andrew Marsh

Next Revision Date: Term 3, 2024

1. PURPOSE

- 1.1. Regular attendance at school is fundamental to student learning. The school monitors and manages student attendance to maximise the learning opportunities of all students.

2. POLICY

- 2.1. At Perth Montessori we will:
 - 2.1.1. Inform families on legislative requirements for their child's attendance,
 - 2.1.2. Educate families on the importance of regular attendance,
 - 2.1.3. Maintain and monitor attendance records of all students,
 - 2.1.4. Respond appropriately to lateness and irregular or problematic attendance, and
 - 2.1.5. Provide attendance records in line with legislative requirements.

3. BACKGROUND

- 3.1. It is widely recognised that students need to attend school on a regular basis to gain the maximum benefit from schooling in order to optimise their life opportunities. It is also widely recognised that attendance problems are best managed by early identification and intervention.
- 3.2. The *School Education Act 1999* requires students of compulsory school age, as defined in the Act, to attend school, or participate in an educational program of a school, on the days on which the school is open for instruction, unless an arrangement in writing has been entered into for a student.
- 3.3. It is mandatory under WA State law for our School to:
 - 3.3.1. keep accurate records of student attendance, and
 - 3.3.2. report late attendance and continued/or irregular attendance.
 - 3.3.3. Parents/carers and students agree, in writing, upon entry to Perth Montessori, to abide by the policies and procedures of the school. They also make a commitment to encourage and support the staff to ensure such policies are upheld as a positive model within the school and home culture.