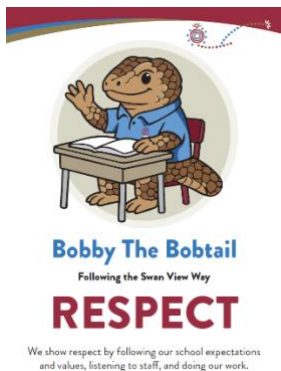


Swan View Primary School- Attendance



The Department of Education defines regular attendance as being 90% and above. Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes. Student attendance of less than 90% will have an impact on the child's opportunity to achieve their potential.



Helpful Parental Practise

1. Arrive and collect your children on time.
2. Ensure your children eat nutritious meals and get enough sleep.
3. Make appointments with doctors, dentists and specialists outside school hours.
4. Make holiday plans during school holidays and not during the school term.



Communicating an absence:

1. Send an SMS on the school communication app, Compass
2. Send an email to: swanview@education.wa.edu.au
3. Contact the classroom teacher via **email**
4. SMS the school directly on +61 437 806 172 (an automated system, please refrain from calling).
5. Phone the school directly from 8:00am on **9257 0400**
6. Send a handwritten note to your child's teacher through a sibling/friend. Ensure it has the reason and your signature



What are some positives from regular attendance?

- Develop important social skills
 - friendship building
 - teamwork
 - communication skills
 - healthy self-esteem
- Participate positively in regular school events, promotes strong community spirit
 - school assemblies
 - Run club, Art club, Chess club, lunchtime Computers
 - Sports Days, Carnivals, Swimming lessons
- A healthy self-esteem
 - Confidence in trying things
 - Positive but realistic self-talk eg: *"I'm getting better at this"*
 - Handling mistakes well eg: They don't fall apart when they get something wrong
 - Standing up for themselves eg: Asking for help when they need it
 - Respecting others too eg: Being kind and including others
 - Taking responsibility eg: Owning their actions: *"That was my fault"*
 - Comfortable being themselves eg: Not constantly comparing themselves to others
 - Resilience (bouncing back) eg: They don't give up easily when things are difficult



GOOD ATTENDANCE FOR SUCCESS
Every Minute
in School Counts



Attendance Impact on Student Learning

Attendance Rate	Level of Educational Risk	Days Missed per Term	Days Missed per Year	Days Missed Over 7 Years of Schooling (P-6)	Primary School Time Missed (P-6)
90%	Regular (but not ideal) attendance	5 days	20 days	140 days	72% of 1 school year (8 months)
80%	Indicated – At Risk	10 days	40 days	180 days	1.5 years
70%	Moderate Risk	15 days	60 days	420 days	2.2 years
60%	Moderate Risk	20 days	80 days	560 days	2.9 years
50%	Severe Risk	25 days	100 days	700 days	3.5 years
40%	Severe Risk	30 days	120 days	840 days	4.2 years

What are acceptable reasons for being absent?

Acceptable Reason	Unacceptable Reason
Illness	Birthdays
Essential appointments	Holidays during term time
Injury	Visiting relatives
Infectious disease	Out of school sports
Bereavement	Helping parents at home
Principal approved absence	Feeling a bit tired from other events
	Appointments that could have been made after hours
	The weather is too hot/cold/raining



The **School Education Act 1999** does not allow Principals to give permission for families to take holidays during the school term. As students are required to attend school every day, time off for holidays is recorded as an **Unauthorised Vacation** (even if parents have given prior warning). In exceptional circumstances we can complete an **Authorised Vacation**, but these are at the discretion of the Principal.

Helpful hints for Parents

1. Have a set time for your child to go to bed at night and get up in the morning.
2. Have their uniform and school bag ready the night before.
3. Set a time for daily homework activities.
4. Talk about school positively.
5. If running late, encourage your child to still go to school and reassure them that you will let the school know.
6. Organise for your child to meet a friend before school so they can arrive at school together.
7. Get involved at school through volunteering or participating in reading programs, school carnivals etc. or join the P&C.



Late arrivals – If your child will be arriving late to school due to appointments etc. Please present to the office prior to attending class.

Late pass – If you need to collect your child early from school for an appointment etc. Please endeavour to inform the classroom teacher prior. Parents/caregivers are required to come to the office to sign their child out before collecting their child from class. Students will not be permitted to leave without a Leave Pass being presented to the teacher.



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