At Winkie we aim to provide an organised and progressive education. By continually missing days your child may miss important steps in their learning.

Winkie Primary School aims to achieve quality education outcomes for all students. If children do not regularly attend school they cannot gain maximum benefit from schooling. We promote regular attendance through:

- Ongoing student engagement programs and activities for children
- Provision of a positive and supportive learning environment where students experience success
- Positive parent communication

SPECIAL NOTES

- **Temporary Exemption**: if a student is absent for an extended period of time for family travel/holiday, medical condition or other (conditional) the principal can approve an exemption
- **Exemption**: For absences greater than 1 month due to family travel, medical condition or other (conditional) reasons an exemption can be sought through the Manager of the Regional Support Services
- **Late**: A child will be considered late if they are not in class by 9:00
- **ACEO** – Aboriginal Community Education Officer
- **DECD** Department for Education and Child Development
- **Regional Student Attendance Counsellor** – this person can be used at any time in our process to seek advice or relevant information

This policy refers explicitly to unexplained absences. However any pattern of absences that impact student learning may lead to the appropriate step in this policy being implemented.

Our values are:

- Be Respectful
- Be Safe
- Do our Best

Updated 2014

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Winkie Primary School Attendance Process

Non Attendance

Any day absent
Written, verbal or phone explanation is provided by the parent/caregiver explaining reason for the non attendance
No explanation provided
‘Explanation Note’ is sent home to seek reason for absence

Minor Non-attendance

3 unexplained consecutive days absent or 5 days in 3 weeks of unexplained absences
‘Minor Non-attendance Note’ goes home to remind family of the importance of attending school

Chronic Non-attendance

10 days absent in a term or Pattern of absences over a 3 week period
Chronic Non-attendance meeting held with parent/caregiver, teacher/principal and ACEO if required and an ‘Attendance Plan’ and future meeting time agreed upon

Regional Student Attendance Counsellor

Attendance Referral submitted for ongoing poor attendance
Information of non-attendance or poor attendance collated and referred to Regional Student Attendance Counsellor