

Attendance at Cape Naturaliste College

For a student to be truly engaged in their learning they must participate socially, academically and intellectually in their schooling. Further to this is the need to attend school on a regular basis. As a college, we encourage all students to maintain regular attendance of 90% or above. Attending school regularly helps students to further develop their confidence, social skills, resilience and teamwork.

Attendance requirements

As a parent, you are required by the School Education Act 1999 to ensure your child attends school every day that the school is open for instruction (Section 23). The Principal is responsible for monitoring and accurately recording the attendance of every student enrolled at the college in accordance with Section 28 of the School Education Act 1999.

If a student is absent, a responsible person, usually the parent/caregiver, must notify the Principal of the reason for the student's absence as soon as practical. If a student is prevented from attending school due to illness, the Principal is authorised by the School Education Act 1999 to request a medical certificate from a registered medical practitioner.

Lesson attendance codes are used by all Western Australian public schools to record the reason for every half-day absence. The use of these codes is determined by the college Principal. Accurate record-keeping ensures that patterns of absence at both a college and individual student level can be identified and where there is cause for concern, appropriate measures implemented to restore attendance.

Absences are grouped as either 'authorised' or 'unauthorised' according to whether they meet the requirements of excusing a student from attendance pursuant to Section 25 of the School Education Act 1999. The total half-day absences are displayed on your child's college report each semester.

Restoring attendance

When a student's absences are identified as a concern, the college will work collaboratively with students and parents/caregivers to develop and implement strategies for improved attendance. This will usually involve a meeting with the student and parent/caregiver, together with the Associate Principal, Year Coordinator or other relevant staff in order to:

- Investigate the reasons for the absences
- Identify issues concerning the absences
- Develop strategies to improve attendance.

Several meetings or phone calls may be required in order to review and amend strategies to restore attendance. The college Principal may seek to draw on the advice and expertise of external services, agencies or community members to assist in developing strategies, or to facilitate additional support for the student or their parents/caregivers. In some cases, the college Principal may offer the student and their family the opportunity to attend an Attendance Advisory Panel or complete a Responsible Parenting Agreement.