



# Attendance Policy

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## Policy

The Beehive Montessori School is committed to maintaining accurate attendance records as part of the School's duty of care to its students.

## Background

Regular attendance at school is fundamental to student learning. The School monitors and manages student attendance to maximise the learning opportunities of all students. Parents have a legal obligation to ensure their child attends on all days the School is open.

## Implementation

1. The School shall -
  - 1.1. keep accurate attendance records for every student enrolled at the Beehive Montessori School;
  - 1.2. Identify students with attendance issues and implement appropriate measures to restore regular attendance;
  - 1.3. respond to requests by the Federal and State Government for reporting and attendance data; and
  - 1.4. maintain student attendance data fully and accurately.
2. Parents and guardians shall –
  - 2.1. ensure punctual attendance of their child on all school days the School is open;
    - 2.1.1. school starts at 8.30am and all students should be in class by 8.45 am
    - 2.1.2. school finishes at 3.00pm (junior primary and primary school) or 3.30pm (secondary school)
  - 2.2. notify the School in writing via the Absentee Form in School Stream or via email to [admin@beehive.wa.edu.au](mailto:admin@beehive.wa.edu.au) in the event that their child is going to be or has been absent from school;
  - 2.3. upon request by the School to do so, provide a medical certificate to support any absence(s) of their child from school;
  - 2.4. respond to a phone call from Administration in the event of an unexplained absence; and
  - 2.5. in the event that their child is late, notify the School by completing the Late Note in School Stream or via email to [admin@beehive.wa.edu.au](mailto:admin@beehive.wa.edu.au). On arrival to School, accompany their child to the class room and inform Administration that their child is now in class.
  - 2.6. Inform the School via email to Administration or classroom teacher if a student is to be collected during school hours.
3. The teachers shall -
  - 3.1. Record attendance at 8.45am and 1.00pm each school day;
  - 3.2. Notify the Principal of any concerns regarding frequent or extended absences.

## The Beehive Montessori School Inc.

Curtin Avenue, Mosman Park, WA 6012 | PO Box 81, Mosman Park, WA 6912 | ABN: 30 855 464 402

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4. In the event that a student is absent from School without explanation–
  - 4.1. The School shall telephone a parent or guardian and request an explanation for the absence and record all attempts to contact in the absentee register.
    - 4.1.1. If that parent does not respond, the School shall telephone the other parent;
    - 4.1.2. In the event that neither parent responds to a telephone call, the School shall send an email and repeat attempts to contact a parent until a response is received; and
    - 4.1.3. Once a response has been received, the School shall update the students' attendance status and relay the parents' or guardian's response to the classroom teacher.
  - 4.2. After a continuous absence of 3 days with no satisfactory written explanation for the student's absence, administration shall inform the Principal who shall contact parents directly.
  - 4.3. In the event of long-term absence or frequent short-term absences, the School shall implement appropriate re-engagement strategies that meet the needs of the individual student to assist them in working towards more regular attendance at school; or
  - 4.4. in the event that after making thorough enquiries, the Principal has not received a satisfactory explanation for the student's absence for 15 school days, the Principal shall report the matter of the student's absence to the Student Tracking Coordinator in the *Department of Education (Sections 23 and 24) School Education Act 1999*.

#### **Related Documents and Resources**

[Behaviour Policy](#)

[Code of Conduct](#)

[Communication Pathway](#)

[School Education Act 1999](#)

[Student Code of Conduct](#)

TASS student attendance data

Approved 8/11/24 by the Board Policy Committee. Next review due 8/11/26

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