



GWPS Attendance Policy - Plain Language

Commitment to Education and Regular Attendance

At Glenroy West Primary School, we believe that consistent attendance is fundamental to a robust education. Every school day contributes significantly to your child's learning and development. Regular attendance not only enhances academic skills but also fosters social interaction and community engagement, integral to our values of Excellence and Responsibility.

The Impact of Absences

There is no negligible number of days for missing school. Each day your child is absent can disrupt their learning progress and affect their overall educational outcomes. Therefore, we encourage all students to attend school every day the school is open for instruction.

School Support System

Our dedicated staff are committed to supporting you and your child in maintaining regular school attendance. We understand challenges may arise and are here to provide assistance and solutions.

Notification of Absences

Under the Education Training and Reform Act 2006, regular school attendance is mandatory.

Parental/Guardian Responsibilities

- Ensure your child attends school whenever it is open for instruction.
- Promptly provide the school with a reason for each absence.
- Utilise the provided contact card to inform us on the day of an absence, either via phone or Compass.

Follow-up on Absences

If your child has five unexplained absences, we are obliged to escalate this. The school will contact you to inquire about the absence. In cases where we can't reach you or your emergency contacts, the absence will be recorded as unexplained.

Acceptable Reasons for Absence

We recognise that absences can be necessary for reasons such as:

- **Illness:** Please ensure your child stays home only when genuinely ill. Good sleep patterns, healthy

eating, and regular exercise are essential in reducing sick days.

- **Family Holidays:** Plan family holidays during school vacation periods. For any holiday during term time, please seek approval from the Principal in advance.

Unexplained/Unapproved Absences

Absences without a valid reason are marked as 'unexplained'. The Principal evaluates all absences and approves them on a case-by-case basis.

Inappropriate Reasons for Absence

Absences for reasons like child-minding, keeping an adult company, shopping, or birthdays are not acceptable. Our focus is on maximizing learning opportunities for every student.

Communication and Resources

For further information on attendance, visit:

[Department of Education and Training - Student Attendance.](#)

Conclusion

Every school day counts in your child's educational journey. In case of an unavoidable absence, please communicate with the classroom teacher as early as possible. Together, we can ensure your child achieves their full potential, embodying the values of Respect, Integrity, Responsibility, and Excellence at Glenroy West Primary School.

Bright Minds Attend On Time

At Glenroy West Primary School, we believe every day is a valuable opportunity for learning and growth. **Our academic day begins at 9am**, setting the stage for a day filled with inspiration, growth, and achievement. Together, we strive to unlock the full potential of each student, fostering an environment where they can thrive and excel.