



RATIONALE

At Frayne we aspire that all children get the best education possible which is why attending school every day is so important. Learning is cumulative – if children miss a day, it is harder for them to catch up. Developing the habit of regular school attendance is vital so children do not miss out on important knowledge and skills they will need for future learning.

The School Education Act (1999) requires compulsory school age children, as defined in the Act, to attend school, or participate in an educational program of a school, on the days on which the school is open for instruction. Under Western Australian law, unless a written arrangement, endorsed by the Principal, has been entered into for a student, parents/guardians must send their children to school unless:

- they are too unwell
- they have an infectious disease
- the Principal is provided with a genuine and acceptable reason

It is vital that holidays are planned to occur during school holidays and not during the term. Any absence deemed to be taken at the discretion of the family (e.g. holidays) – where there is a choice in the matter – is considered a '*noted absence*'. Such leave is not an accepted or endorsed absence and should therefore be avoided as a reason for absenteeism.

PRINCIPLES

Staff cannot be expected to undertake a significant additional workload or jeopardise the integrity of their tests and assessments in order to meet the needs of students who are absent under these circumstances. Subsequently, there is a real possibility that a student's results will be affected.

Definition/Procedures:

1. Parents/guardians must notify the College by either a telephone call or email if their son/daughter is unable to attend school on any day. The preferred option is via email utilising the link on the College website marked 'Absentees'. Phone calls regarding absentees are to be directed to Student Services at the Duncan Street Campus on 9470 0921 or Administration on the Balmoral Street Campus on 9470 0401.
2. In the case of an extended absence of more than two (2) consecutive school days due to a physical or mental health illness, it is **mandatory** that parents/guardians supply the College with a medical certificate.
3. If a student has been identified as being an irregular or chronic non-attende and repeated efforts to work with parents to restore attendance have not been successful, the Principal may seek to work with external agencies in supporting the student's welfare.
4. The College does not endorse holidays during school terms. Any student seeking an extended absence from the College requires Principal determination via the following process:
 - a) Parents or guardians who need to take a student out of school for an extended period of time (generally three or more days) during school term are required to apply to the Principal by email (admin@ufcc.wa.edu.au), or in writing, at least four (4) weeks prior to the intended absence.
 - b) Parents/guardians need to indicate the *dates, duration, provide details about the reason/s for leave* and have it noted prior to the leave being taken.

- c) Any family unable to fulfil these requirements will need to meet with either the Principal or the Vice Principal.

As a *learning and faith sharing community, centred in Christ*, we have an individual and collective responsibility for ensuring regular attendance. This will enable students to achieve quality learning outcomes as they work towards their full potential.

BALMORAL CAMPUS (YRS K – 6)
66 BALMORAL ST
EAST VICTORIA PARK WA 6101
P: +61 8 9470 0400

DUNCAN CAMPUS (YRS 7 – 12)
15 DUNCAN STREET
VICTORIA PARK WA 6100
P: +61 8 9470 0900

E: admin@ufcc.wa.edu.au

W: www.ufcc.wa.edu.au

CRICOS Provider Code: 00765K | ABN: 99 024 601 686