



# ESPERANCE

## ANGLICAN COMMUNITY SCHOOL

A school of the Anglican Schools Commission Inc

### Enrolment and Attendance Policy

**Policy approved and valid from**

February 2018

**Policy due for review**

February 2021

**Background:** The School Education Act 1999 includes a statutory requirement for children of compulsory school age to enrol at a school and for parents to ensure that they attend school each day.

Parents who choose to enrol their child at Esperance Anglican Community School, and subsequently enrol at the school after being offered a place, are meeting the compulsory enrolment requirements of the Act. Parents and the school then both have an obligation under the Act to ensure students attend the school each day unless they have reasonable cause. Esperance Anglican Community School is dedicated to academic excellence, attendance at school each day also enhances the learning opportunities of each child.

**Scope:** Applies to all staff, students and families at Esperance Anglican Community School

**References:** School Education Act 1999  
Anglican Schools Commission Admissions and Enrolment Policy

## **Enrolment Policy**

Esperance Anglican Community School is a school of the Anglican Schools Commission that provides an accessible fee structure enabling families to choose a high quality comprehensive private school education for their children with Gospel values as their foundation.

The school may choose to offer an enrolment place to a student's family following a successful interview with the Principal.

## **Enrolment Process**

1. An application form is submitted with a non-refundable Registration Fee of \$55.00 per child (including GST). The completion of an Application for Enrolment form and payment of the Registration Fee does not guarantee a place at the school. Confirmation of enrolment will be conditional on an interview with the Principal, offer of a place and payment of the Enrolment Fee.
2. Following receipt of an Application for Enrolment, a time will be arranged for parent/s and child to meet with the Principal. At this interview the school will outline what we are able to offer to the student and their family and the parent is expected to accurately represent the needs of their child.
3. Following the interview the Principal determines whether an offer of enrolment will be made.
4. Parents accept the offer of a place by returning to the school the documentation requested in the Letter of Offer together with a non refundable Enrolment Fee of \$650.00 for the first child plus \$100.00 for each additional child enrolled from the same family, to a maximum of \$850.00. The enrolment is not confirmed until the Enrolment Fee is received by the School.

## **Attendance Policy**

The school is committed to accurate recording and rigorous monitoring of the attendance of all students and for responding promptly to address any attendance issues that may occur.

Attendance monitoring process:

1. Student absences will be reviewed by 9.15am each morning. Where no advice has been received from a student's parents, contact will be made with the family by administration staff to enquire as to the reason for the student's absence by phone in the first instance. If the parents are unable to be contacted by 'phone, email contact will be made.
2. Attendance records are to be maintained, using SEQTA, by every teacher for every period of the school day. Students who are on excursion, participating in off-campus school approved activities are recorded as attending a school activity with the activity notated.
3. All student absences are recorded by the class teacher and maintained on the school's electronic attendance record in SEQTA.
4. All attendance records and absentee notes are to be maintained until a student has reached 25 years of age.
5. When a student has been absent and no explanation has been provided, a written request will be sent to the student's family to establish the reason for non attendance.
6. If a student's attendance falls below an acceptable level, as determined by the Principal, in a school term the school will investigate further and where concerns exist require an interview with the student's parents.
7. Should attendance remain unacceptable the Principal will refer the case, where possible, to the Retention and Participation Office.
8. The following strategies are implemented for students whose attendance cannot be restored or who cannot be located.
  - Emails home
  - Phone calls or SMS home
  - Home visit
  - Emergency telephone numbers contacted

- Transfer documentation checked
- Previous school information checked
- Relatives and peer group attending the school queried
- Relevant agencies (if involved) contacted
- Consultation with the Retention and Participation Officer

If a student cannot be located despite reasonable attempts, then he or she may be referred to the STS Officer.

The district may request that further enquiries are undertaken or agree to undertake enquiries of their own in order to locate the student.