

School attendance – Frequently Asked Questions – A guide for parents

What is the school's target for attendance?

- As a school we have a target of 95% attendance; so for example if your child is off 10 days during the academic year this would be the equivalent of a 95% attendance.

How can I support the school in making sure my child achieves 95% attendance?

- Please keep time off school to a minimum; a simple way is to try and make medical and dental appointments as late in the afternoon as possible as this impacts on the fewest lessons.

When does the school take the attendance register?

- The attendance register is taken between 07:00am and 07:05am for all years

When is my child late for school?

- Your child is late for school from 07:05am onwards

My child gets the school bus will they be marked late if the bus is late?

- No

If we are delayed by fog or rain will my child be recorded as late?

- No

What is the impact of lateness on my child's learning?

Lateness = Lost Learning

(The figures below are calculated over a school year)

5 minutes late each day = 3 days lost!

10 minutes late each day = 6 days lost!

15 minutes late each day = 9 days lost!

20 minutes late each day = 12 days lost!

30 minutes late each day = 18 days lost!

Almost all primary years from FS1 up have English or Math as their first lesson. If your child is 10 minutes late each day they will miss these important lessons every day by the time they register at reception and get into class ready to learn.

What do I do if I know my child is going to be absent from school for any reason other than illness or medical appointment?

- Contact the School Receptionist on info@spectraschools.com to inform us your child will be absent. Please email and return to school with any evidence you have eg medical report or treatment appointment letter.

What do I do if my child is absent from school due to illness or a medical appointment?

- If your child is absent due to illness or a medical appointment then phone reception on 4481 3278 or email the homeroom teacher on Class Dojo to provide an explanation for the absence. This should be done on the first day of absence, giving a reason for the absence. You should do this every day that your child is absent due to illness.
- Ensure your child brings in a medical note or appointment letter to explain their absence. This should be done on their first day back after absence and should be handed to their homeroom teacher during registration or an adult can submit it at reception.

What if my child has an on-going health problem which affects their attendance?

- If a student has an on-going health problem the school will support the student by holding an 'Individual Education Plan' meeting, which may be attended by relevant health professionals. The outcomes from this meeting are regularly reviewed to ensure the students' educational needs are being met.

What happens with extended periods of absence like holidays?

- In the interest of all students' education, Spectra Global School discourages parents and carers from taking students out of school during term time. Absence in term time is only authorised for religious observance, compassionate or medical grounds. MEHE guidelines state that non-essential travel in term time are only authorised in very exceptional circumstances.

What is the cumulative impact of absence on my child's learning?

Attendance . . . something to think about

(The figures are approximate to illustrate the impact of poor attendance)

Attendance over the course of one school year

98% Attendance = 4 days absent from school

95% Attendance = 10 days absent from school

90% Attendance = 4 weeks absent from school

85% Attendance = 5½ weeks absent from school

80% Attendance = 7½ weeks absent from school

Attendance over the course of 5 years of FS1 to Year 3

85% to 90% attendance approximately equivalent to half a year absence

80% attendance approximately equivalent to a year absence from school