



Enrolment and attendance

Enrolment

Spirit of Play provides a service for families who are committed to the school philosophy and school community. As a growing school, we will accept students from Pre-Kindy to Year 2 in 2015, and by 2019 we will enroll children up until Year 6, with a maximum of 92 students.

We believe that it is in the best interest of the children to have a high staff to student ratio and our enrolment is guided by this. As a guide, we generally aim to have no more than 12 students per year group.

As the school grows and spaces become limited, students with siblings at the school will be given priority in regards to enrolment.

Enrolment Procedure

When a family contacts us to discuss educational opportunities for their child, the family is given or sent a Parent Handbook and Expression of Interest Form, the family is also invited to arrange a time to meet with the Principal to discuss the needs of the child, answer questions and show the parents around the school. After the parent submits the Expression of Interest, the principal considers it in regards to the educational needs of the child and the school requirements, before proceeding with enrolment. We then offer the family a place by sending an Enrolment Form, and the family accepts the place by returning the form.

Once enrolled, students' names are recorded in the Enrolment Register (red book in the office.)

Attendance

Legislation

The parents of a child who is enrolled in a school are responsible under the School Education Act 1999 for ensuring their child is attending school on a daily basis. Parents or other responsible persons may be asked to provide an acceptable explanation for any absence to the principal.

Section 23 of the School Education Act 1999 requires a student to attend the school at which he or she is enrolled or otherwise to participate in an education program of the school whether at the school or elsewhere. Section 24 of the Act provides arrangements alternative to attendance. Students who do not attend school regularly must be case-managed, and encouraged to resume regular school attendance.

Monitoring attendance

- Teachers mark attendance rolls every morning and hand them in to the office.
- The Principal or Admin Assistant will then call the parent of any absent child whose reason for absence is not known.
- The file is then returned to the class teacher for the afternoon recording of absences.
- Following an absence, teachers put an absentee note in the child's parent-teacher communication pocket.
- Parents complete this form within three days of the non-attendance. Acceptable reasons for absences include illness, culture or religious observation, educational program approved by the school, any other reasonable cause as approved by the Principal.



- Teachers and parents return absentee notes to the office to be filed.
- Records will be kept by the school until the child reaches 24 years of age.

The records are kept confidentially for this period.

Extended Absence

Parents are encouraged to take family holidays during planned school breaks. We understand, however that this is not always possible. Where appropriate the teacher, with the principal's support will develop an individual education plan for the child so that he or she can continue with the education during the absence. We encourage parents to make the most of learning opportunities when they are traveling and provide opportunities for the children to share their experiences with the class upon their return.

Irregular Attendance

Students who do not attend school regularly are case-managed, and encouraged to resume regular school attendance. This is first done informally between the teacher and the parents. Every effort is made to resolve any school based issues that may be a contributing factor in the absenteeism. Where necessary, extra support is sort from the principal to help resolve the issue.

Spirit of Play currently has students up to the age of Year Two, all of whom are dropped off at school by their parents or by the School Bus. As such, parents are always aware of their child's attendance at school. We understand that this will change as we cater for older children, who will be able to walk or ride to school. We will modify our attendance policy to adapt to new circumstances in the future.

Removing students from attendance records

A child's name is removed from the school's attendance records when there are reasonable grounds to believe that the student is enrolled in another school, enrolled in home schooling, is no longer resident in the state or has been granted an exemption under Section 11 of the School Education Act 1999. When a student leaves a school, a transfer note is not received and their whereabouts are unknown, the student is considered to be 'missing'. Missing students are reported to the Department of Education Attendance Officer in Bunbury Regional Office who advise whether or not the student needs to be referred to the Student Tracking System in the DoE. The STS Officer will then authorize the removal of the student's name from the school's attendance records and recording on the Enrolment Register that the enrolment has ceased.