



Brabham
PRIMARY SCHOOL
THROUGH COMMUNITY WE GROW

Attendance Guidelines

Regular school attendance is essential for every child's academic success, social development and wellbeing. In line with the Western Australian Department of Education's Student Attendance in Public Schools Policy, Brabham Primary School is committed to working in partnership with families to support regular attendance and address barriers that may impact a child's ability to attend school consistently.

School attendance is compulsory for all students of compulsory school age, and every day of learning matters.

Brabham Primary School aims to:

- Promote the importance of regular attendance
- Monitor attendance regularly
- Follow up unexplained absences promptly
- Work collaboratively with families to support attendance
- Provide support where attendance concerns arise
- Meet Department of Education legal and reporting requirements

Attendance Expectations - Every Day Matters

Students are expected to attend school every day unless they are:

- Unwell
- Experiencing an approved exceptional circumstance
- Absent for an approved reason

Frequent absences, lateness or extended leave can significantly impact learning, friendships and wellbeing.

Parent/Carer Responsibilities

Parents and carers are responsible for:

- Ensuring their child attends school every day
- Providing a reason for any absence as soon as possible
- Notifying the school of late arrival or early departure
- Avoiding family holidays during school term where possible
- Working with the school when attendance concerns arise

Explaining Absences

Absences can be explained via:

- Compass
- Phone call
- Email
- Written note

If an absence remains unexplained, the school will follow up.

Late Arrivals (Main Campus)

Students arriving after the school day begins must:

- Report to the front office
- Be signed in
- Receive a late pass before going to class

Regular lateness can disrupt learning and may be monitored as an attendance concern.





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Late Arrivals (Bidi Campus)

Students arriving between 8:40am and 9:15am

- Must be signed in at the Bidi Office before attending class
- Families will be provided with access through the gate and will receive a late sign-in slip, which must be presented to the classroom teacher upon arrival

Students arriving after 9:15am

- Will need to call the Brabham Main Administration Office upon arrival
- Administration staff will complete the sign-in process and arrange for the Bidi gate to be opened so the student can enter the school safely before proceeding to class.

Early Departures (Main Campus)

If a student needs to leave early:

- Parents/carers must sign them out through the front office
- Students should not be collected directly from classrooms without office notification

Early Departures (Bidi Campus)

If a student needs to leave early:

- Parents/carers will need to call the Brabham Main Administration Office to sign them out.
- Administration staff will complete the sign-out process and arrange for the Bidi gate to be opened so the parent can enter the school safely before proceeding to the classroom to collect their child.

Illness and Medical Appointments

Children who are unwell should remain home to recover. Where possible, medical appointments should be scheduled outside school hours.

For extended illness, families are encouraged to communicate with the school so support can be considered.

Family Holidays During Term Time

The Department of Education strongly encourages families to schedule holidays during school vacation periods. Extended absences during term time may impact student progress and are recorded as absences. No extra work will be given in this circumstance.

Attendance Monitoring and Support

The school regularly reviews attendance data and may contact families when:

- Attendance drops below expected levels
- Patterns of absence emerge
- Frequent lateness occurs
- Unexplained absences continue

Support may include:

- Parent meetings
- Attendance plans
- Referral to support services
- Collaborative problem-solving around barriers

Attendance Categories (Department of Education)

- Regular: 90% and above
- Indicated: 80–89%
- At Risk: Below 80%

Our goal is to support all students to maintain regular attendance wherever possible.





Working Together

Brabham Primary School values strong partnerships with families. If challenges arise that impact attendance, we encourage families to reach out early so we can work together to support your child.

Every day counts. Every lesson matters.



[Student Attendance in Public Schools Policy - Policies - Department of Education](#)

Reviewed: August 2026

