



Attendance Policy

Warooka Primary and School Based Preschool

Our commitment to children and families

At Warooka, every child and every family belongs. We know our families well, and the relationships we build with them are at the heart of our school and preschool. Regular attendance helps children feel settled and connected. It gives them time to learn, build friendships and know they are an important part of our community.

We also know that getting to school or preschool is not always simple. Many of our children travel a long way each day. Illness, appointments, transport, anxiety, disability and changes at home can all affect attendance. When things are difficult, we want families to talk with us. We will listen first, seek to understand and work with you to find a way forward.

For us, supporting families means staying connected through difficult times. Attendance conversations are not about blame. They are about making sure children remain connected to their learning and families do not feel they have to manage challenges alone.

Why regular attendance matters

Every day at school or preschool gives children opportunities that are hard to replace. They learn, practise skills, spend time with friends and trusted adults, and take part in familiar routines. Missing days can make it harder to follow learning or feel part of what is happening, even when an absence is unavoidable.

School attendance is compulsory from a child's sixth birthday. Children under six are not yet of compulsory school age, but once enrolled in school or preschool, regular attendance helps them benefit fully from the program and maintain strong relationships with educators and other children.

What we ask families to do

We ask families to help children attend every school day or preschool session, arrive on time and stay for the full program wherever possible. When your child needs to be absent, please:

- let the front office know as early as you can by telephone or email
- tell us your child's name, the date or expected length of the absence, and the reason
- provide an explanation on the same day wherever possible, and within three days
- talk with us early if attendance is becoming difficult or your family needs support

If you tell us that your child will be away for several days, you do not need to contact us again each day. Children arriving late or leaving early must be signed in or out through the electronic sign-in portal at the front office so we know every child is safe and accounted for.

Child Abuse Report Line. Where it is safe and appropriate, we will stay connected with the child and family before, during and after any referral.

Working together

The strongest partnerships begin by listening. If attendance is becoming difficult, please contact us early, even if you are not yet sure what help you need. We would much rather begin with a conversation and work alongside your family than allow a child to become disconnected from school or preschool.

Together, we want every child to feel known, supported and confident that they belong at Warooka.