

STANDARDISED LEAVE PASS

2/2015

RATIONALE

The Department of Education is committed to ensuring the safety and welfare of all students. The standardised leave pass will enable schools to increase the safety and wellbeing of students and improve the monitoring of attendance.

GENERAL IMPLEMENTATION GUIDELINES

1. The standardised pass is introduced into all public schools in Western Australia. It replaces any other system currently being used at a school. This leave pass is used for all compulsory age students (P-6) attending public schools who are absent from school during the normal school hours and not under the supervision of a teacher or responsible adult.
2. A standard format will assist school attendance officers, police officers and local businesses to identify and verify student absence from school.
3. The leave pass is not used for early closure, school development days, movement between different school sites and late arrivals.
4. Security of the leave pass is important. Three measures are in place to ensure security.
 - **Each pass is produced in triplicate**
 - **A leave pass issued to a student at Falcon will include the school logo and will be signed by the Principal, an Assistant Principal or any staff authorised by the principal**

FALCON PRIMARY SCHOOL - IMPLEMENTATION GUIDELINES

1. No student should be collected by parent/guardians directly from classes during the normal school hours (8.50am to 3.00pm). Teachers are asked to direct parent/carers to reception during these times.
2. Parents/Carers should present themselves at reception for identification purposes. They will need to undertake the following
 - **Present suitable identification (driver's licence) – if not listed as a contact for the student on school data base**
 - **Complete relevant details and be issued with a Leave Pass – copies in triplicate (first copy remains on record, second copy to teacher, third copy taken with student/parent)**
 - **If returning to school parent/carer must return student through reception**
3. Students not in receipt of a leave pass can be directed to return to school by authorised personnel.