



# ATTENDANCE Policy

Last updated: 2017

## References

Department of Education, Student Attendance Policy and Procedures  
Department of Education, Focus documents

## Rationale

All schools in Western Australia are committed to providing safe and supportive learning environments for all students which address their educational needs. Regular attendance at school is fundamental to all students' learning. Consistent attendance and participation are essential for all students' social and academic learning.

Como Primary School expects students to attend school regularly in order to participate fully and gain maximum benefit from schooling. Regular attendance enables students to access a full education, enabling them to reach their full potential.

## School community beliefs about the importance of attending school

***It is important that students, staff and parents/carers have a shared understanding of the importance of attending school regularly at Como Primary School and that our school:***

- is committed to promoting the key message of "It's Not Ok To Stay Away"
- believes all children should be enrolled at school and attend all day, every school day where possible.
- monitors, communicates and implements strategies to improve regular school attendance
- believes truanting can place a student in unsafe situations and impact on their future employability and life choices
- believes attendance at school is the responsibility of everyone in the community

## Targets

- *Student Year groups to attend regularly to be at 95% or greater. Decrease the number of unauthorised Vacation absences.*

## Responsibilities & strategies

### ***At Como Primary School – all staff***

- Promote student attendance through clear statements of expectations and procedures to all sections of our school community at every relevant occasion such as assemblies, newsletter and on our website via this policy This is to include the impact absences have on students' learning.
- Support implementation of school-wide attendance strategies.

### ***Principal and Deputy***

- Commit to providing an attendance focus once a term within the school's newsletter (Week 8).
- Ensure that staff are recording student attendance accurately and in a timely manner on Integris in line with Como's Policy.
- Ensure attendance is monitored by teachers and the Deputy across the school and teachers liaise with Admin to investigate when a student's attendance drops below 90%, or is a concern.
- Contact parents and teacher to convene an attendance focused meeting when a student's attendance pattern is of concern to the school (as per point 2). The outcome of the meeting should lead to the development of a plan to improve the student's attendance (see Appendix 1).
- Provide ongoing intensive support for students if communication with parents/carers has not been possible and in any case, where the student's attendance continues to be a concern after the initial student support group meeting.
- Offer parents of students in the severe attendance category an attendance panel in cases where a community perspective is required.
- Principal to regularly meet formally with the Deputy each term to discuss attendance issues and develop follow up actions when required
- monitoring and investigating attendance issues within the school.
- Follow up on student absences if a reason has not been provided by the parent within three days of the student's return and only after the classroom teacher has already made/attempted contact.
- DP to follow up on student absences if a reason has not been provided by the parent within three days of the student's return.

- **Admin Staff**
- Ensure transfer note procedures are actioned promptly.
- Use existing school system Skoolbag, to allow parents to communicate student absences and record on Integris.
- Inform relief staff of the attendance processes and protocols at Como Primary School prior to the first day of classroom teaching. A paper copy of the class list from Integris is printed each week for each classroom.
- Maintain open communication with families to ensure contact details in Integris are up to date.

### **Teachers**

- Record student attendance daily via Integris by 8:55am.
- Reinforce late procedures if student arrives after 8.45 am.
- Arrival after 9:30am is deemed a half day absence and recorded as such.
- Provide suggested list of activities student sheet to students who are going to be away from school for an extended period of time which a parent has informed them about.
- Contact parents by the completion of the school day, and at least within 3 days, and no explanation has been provided.
- A paper copy of the class list from Integris is printed by DP each week for each classroom is on the teacher's desk.
- Inform Administration of new attendance concerns by email.

### **Parent responsibilities are to:**

*Ensure that their child attends school at all times when the school is open for instruction (see School Education Act, 1999)*

- promote and provide organisational support to their child for full attendance and participation at school on all designated school days
- ensure that their child is on time for school each day – before 8.45 am
- notify the school of their child's absence as soon as possible on the first day of the child's absence
- notify the school in advance if an absence of any period is planned.
- the Principal's permission is required for students to go on vacation during the school term. The Principal has the right to refuse this request in which case the absence will be recorded as an "unauthorized vacation".
- work cooperatively and collaboratively with the school to develop and implement improvement strategies when attendance has been inconsistent due to reasons deemed unsatisfactory by the school
- ensure that contact details for the child are correct and up to date

## **Monitoring**

The school will utilise the following to monitor student attendance:

- Student Attendance Reporting (Via the DoE portal)  
Weekly: Attendance tab> Form Class > Risk category (by classroom and risk category to identify students at risk)
- At the completion of each Term: Attendance Summary Report and Longitudinal Attendance Report
- Email alerts from classroom teachers regarding attendance concerns
- Integris (Attendance Reports)

## **Review**

This plan may be reviewed as needed.

A full review will occur in line with school business planning (commencement of 2018).

**Appendix 1: Como Primary School, Individual student attendance strategies**

**Student name:**..... **Year:**.....

**Long-term goal:**.....

**TARGETS (for now):**

**1**.....

**2**.....

**How will we know when targets are met?** (Describe indicators of achievement and ways of implementing them, stated clearly and simply, e.g. 'We'll keep a record of your attendance on a chart.')

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**STRATEGIES/TIMEFRAMES** (What will we all do and by when?)

**For the teacher:**

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**For the parents/carers:**

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**For partners (list who eg. other agencies, support groups, other staff, other relatives)?**

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**When will we talk about what's happening?**

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**How will we celebrate?** (Describe short-term and long-term incentives)

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**Review:** (Set a time to review progress and state who will do this)

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*Source: Adapted from What Works. The Works Program*