



Attendance Policy

(Last revised 2025)

RATIONALE

The Department of Education and Western Australian Schools are committed to giving children the best start and is clear in its expectation that all children attend school from preschool and beyond for all compulsory years in line with the requirements of the education program/s organised for them. Kinross Primary School's Attendance Policy places priority on the early identification of non-attendance and irregular attendance. Early identification and intervention of poor attendance is known to improve child and student learning outcomes. Students who have patterns of poor attendance are at risk, as they may not achieve their potential in educational and social development. Kinross Primary School will endeavour to work in partnership with parents/carers and the Department of Education to ensure regular school attendance of all our students.

AIMS

To **promote** approaches that focus on building student, family, school and community resilience. Apply **prevention** approaches that are designed to prevent poor attendance for students most at risk. Adopt **responses** that provide support or interventions for those students who are not attending.

STRATEGIES TO PROMOTE ATTENDANCE

At Kinross Primary School, we aim to be proactive in promoting student attendance. Building and maintaining positive relationships is at the centre of everything we do. We regularly communicate the importance of attendance to the school community and endeavour to provide an environment that engages and supports students to thrive.

We happily work alongside parents and key stakeholders to provide a holistic approach to each child's learning, taking into account special needs, the home environment and any other factors that may contribute to their attendance.

RESPONDING TO AT RISK OR INDICATED STUDENT ATTENDANCE

Early intervention is key. Staff are skilled at identifying when a student's attendance is declining or continues to place them at risk. On such an occasion, the school attendance officer will investigate the cause, intervene with the aim of promptly restoring student attendance and consult as appropriate with the student, their parents and other stakeholders to develop approaches that are context specific and culturally responsive.

The administration team will, after consulting with the teacher, attendance records and the student, decide upon a strategy to be employed. As poor attendance is often indicative of the other problems including engagement and family circumstances, the support strategies employed will be determined on a case- by-case basis. They may include:

- Initial telephone contact with parents.

- Offers of support for the family (chaplaincy, school psychology, community support programs)
- Arrange a parent/teacher meeting and/or a case conference at the earliest opportunity to identify issues concerning the student’s absence and if necessary, plan improvement strategies.
- Correspondence detailing the school’s policy and the Education Act requirements of parents.
- Home visits
- Initiate an attendance plan with positive reinforcers if student engagement is the issue
- If required, reporting ongoing attendance issues to the appropriate welfare and government agencies.

In exceptional circumstances, the Principal or Associate Principal may approve an Alternative Attendance Arrangement under Section 24 of the School Education Act or engage in a Responsible Parenting Agreement.

In circumstances where a student may suffer from an illness and/or a health condition, the Principal or Associate Principal may approve alternative access to the curriculum and arrange access to an educational program.

RESPONDING TO SEVERE STUDENT ATTENDANCE

In cases of persistent student absence, the Principal or Associate Principal will develop and implement an Attendance Improvement Plan which will consist of:

- A consultation phase;
- A formal meeting phase if attendance is not successfully restored through actions taken as a result of consultation; and
- A process to monitor and review engagement with any plan or agreement developed in the formal meeting.

The Principal or Associate Principal may choose to engage an Attendance Panel with the permission of the parents. The Principal will document all intervention strategies in the event of prosecution.

STUDENT WHEREABOUTS UNKNOWN

If a student’s whereabouts cannot be located within 15 days from initial absence and their parents/carers cannot be contacted, the Principal will:

- Complete a SWU (Students whose Whereabouts are Unknown) request form and engage the Student Tracking Coordinator.
- Retain the student on the school’s current enrolment register until confirmation has been received from the Student Tracking Coordinator.

This policy is reflective of the Department of Education’s Student Attendance Policy (Version 3.3 Final) and Student Attendance Procedures (Version 4.5.)

RESPONSIBILITIES

| Parents | Teachers | Leadership Team | School Officers |
|------------------------|------------------------------|------------------------|-------------------------|
| Provide organisational | Maintain accurate records of | Implement and maintain | Manage late arrivals in |

support for their children as required to maintain full attendance.

Ensure attendance is regular and punctual and that students are at school between 8.40 and 2.55pm each day (except 2.30pm Wednesday)

Contact the school within 24 hours to advise reason of absence.

Contact the principal directly when intending to take vacation leave outside of school holidays.

attendance using Compass and report concerns to line managers. *(Appendix 1)*

Update Compass if student leaves during class time (sign out pass given to teacher)

Complete attendance by 9am.

Follow up attendance with parents are caregivers at the end of term.

Enter explanations in Compass.

Distribute correspondence from administration.

Provide documented plans for students with attendance below 80%. *(Appendix 2)*

Retain all documentation from parents for archiving at the end of school year.

Attendance Policy.

Promote, prevent and respond to student attendance in line with DoE policy and procedures

Record and document interventions.

Monitor and analyse attendance data.

Report data and information to the school community where necessary.

Ensure procedures are in place when following up non-attendance.

Ensure attendance records form part of the student's half-year and end of year progress reports to parents.

administration block.

Enter sick bay chronicles and update students going home directly from sick bay.

Update Compass attendance when students leave at recess/lunch (no sign out pass to teachers)

Notify absentees via text at ~ 9.30am each day.

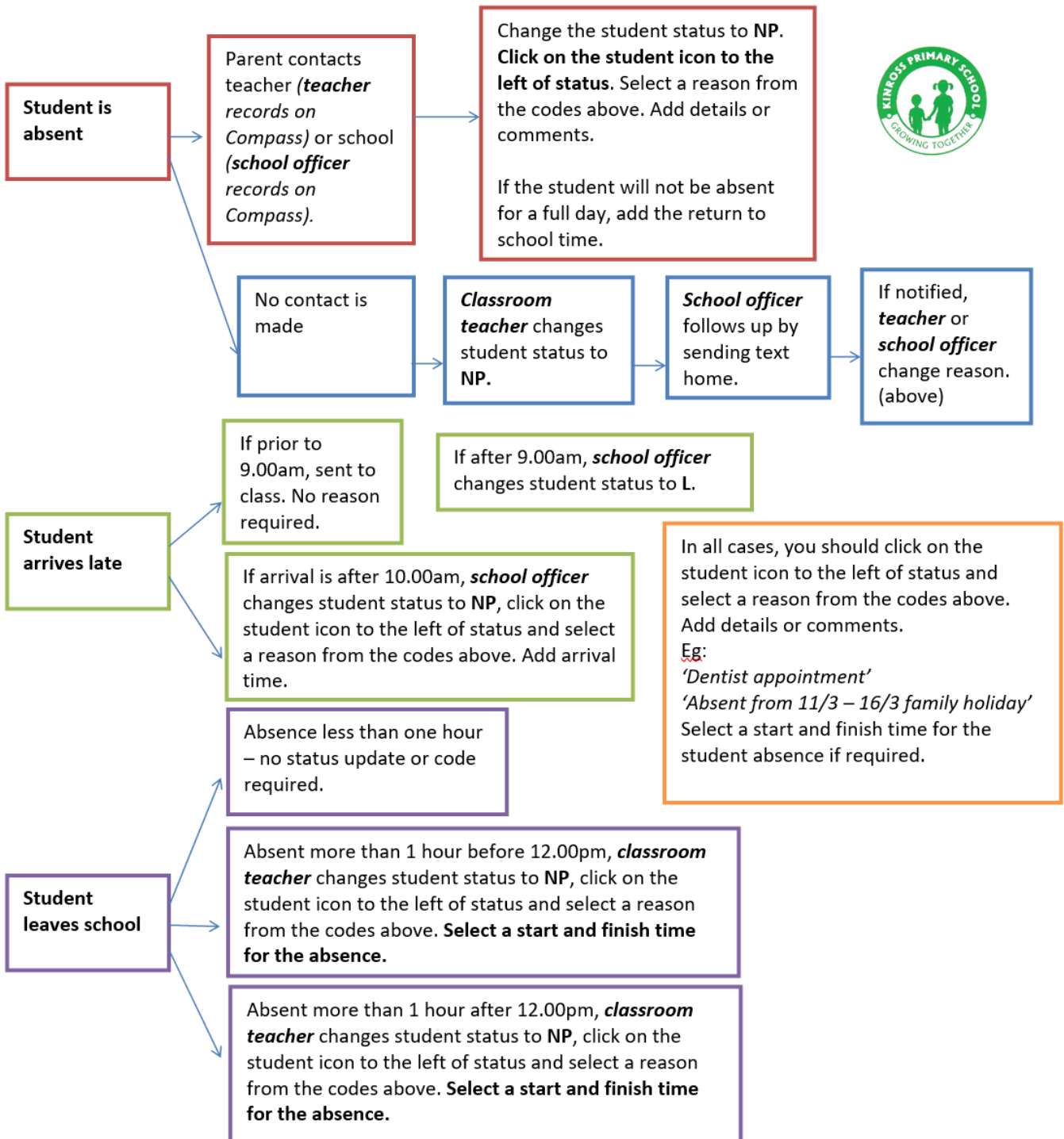
Enter texts and emails sent directly to school office regarding absent students.

Appendix 1: Compass Information Sheet

Classroom teachers are to complete the morning roll by 9.00am and the afternoon roll by 2.00pm.

Standard codes:

| P - present | NP – absent | L - Late |
|--|--|---|
| (W) Withdrawn – The student is present at school but is withdrawn from classroom activities. | (E) Educational Activity – Student participating in an online/paper based educational activity at home. | (N) Notified as Sick – Absence due to illness. The principal may request a medical certificate. |
| (C) Cultural Absence – Absences authorised for cultural or religious significance such as funerals, sorry time and religious observances. | (Z) Suspended – The student is recorded as absent from school. | (V) Authorised Vacation – Absence due to vacation must be negotiated in advance with the principal. |
| (X) Unacceptable Reason – The student is recorded as absent from school; the principal does not consider the reason acceptable. | (T) Truant – The student is recorded as absent from school. Investigation has revealed that the student has truanted. | (R) Reasonable Cause – Principal deems the absence acceptable for any other reason. Parent must provide explanatory comment to be considered for approval. |



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Principal: Therese Gorton

KINROSS PRIMARY SCHOOL

Attendance Plan

Student Name:
Year Level:
Date of Birth:

| | |
|--|---------------------|
| Objective of Plan | |
| | |
| Background – attendance data | |
| | |
| Information regarding WHY attendance had decreased | |
| | |
| Attendance goal Term 1 | |
| | |
| The student will take the following action to achieve this goal | |
| | |
| Staff will take the following action to achieve this goal | |
| | |
| Parent(s) will take the following action to achieve this goal | |
| | |
| Implementation Date: | Review Date: |

Signatories:

Parent/Guardian: _____ Date: _____

Classroom teacher: _____ Date: _____

Leadership team: _____ Date: _____