

Attendance Policy

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 maximise learning opportunities by ensuring attendance is kept above 90% for all students.
- To put into place agreed processes for managing low or at-risk attendance within the school.

RESPONSIBILITIES

Parents	Teachers	Administration	
Provide organisational support	Maintain accurate records of	Implement and maintain	
for their children as required to	attendance using Integris and	Attendance Policy.	
maintain full attendance.	report concerns to line	Manage late arrivals in	
Ensure attendance is regular and	managers. (Appendix 1)	administration block.	
punctual and that students are at	Complete attendance by 9am.	Maintain attendance records.	
school between 8.40 and 2.55pm	Follow up attendance with	Record and document	
each day (except 2.30pm	parents are caregivers.	interventions.	
Wednesday)	(Appendix 2)	Monitor and analyse attendance	
Contact the school within 24	Enter explanations in Integris	data.	
hours to advise reason of	window and sign off using	Report data and information to	
absence.	initials.	the school community where	
Contact the principal directly	Distribute correspondence from	necessary.	
when intending to take vacation	administration.	Ensure procedures are in place	
leave outside of school holidays.	Provide documented plans for	when following up non-	
	students with attendance below	attendance. (Appendix 4)	
	85%. (Appendix 3)	Ensure attendance records form	
	Retain all documentation from	part of the student's half-year	
	parents for archiving at the end	and end of year progress reports	
	of school year.	to parents.	

PROCEDURES FOR PERSISTENT STUDENT ABSENCE

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.
- Counselling sessions for parents and/or students.
- 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.
- Formation of a support group for school attendance as a prerequisite to extra-curricular activities.
- Attendance rewards.
- Ongoing attendance issues will be reported by the principal 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.

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.

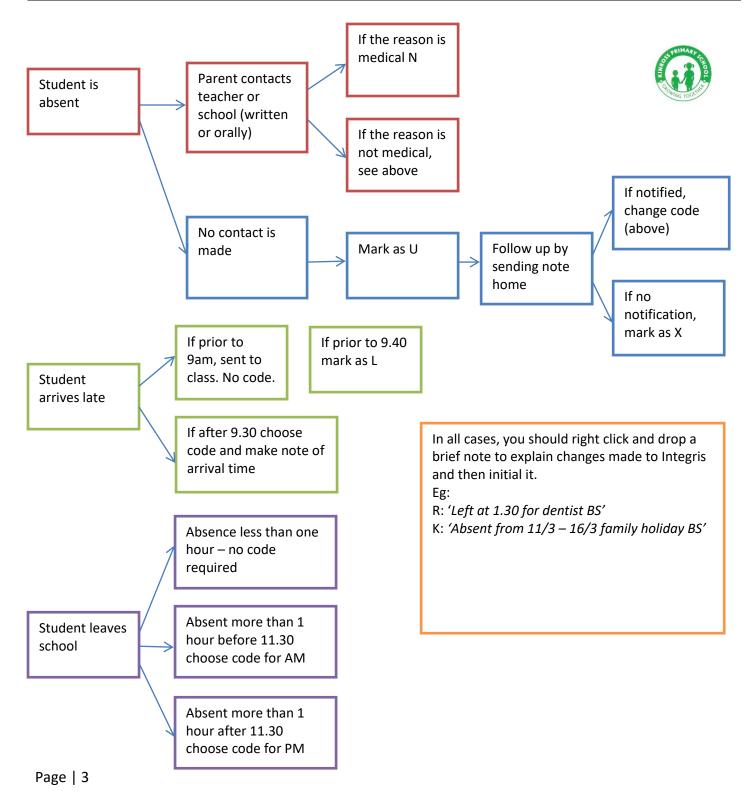
If a student's whereabouts cannot be located within 15 days from initial absence and their parents/carers cannot be contacted, the Principal will:

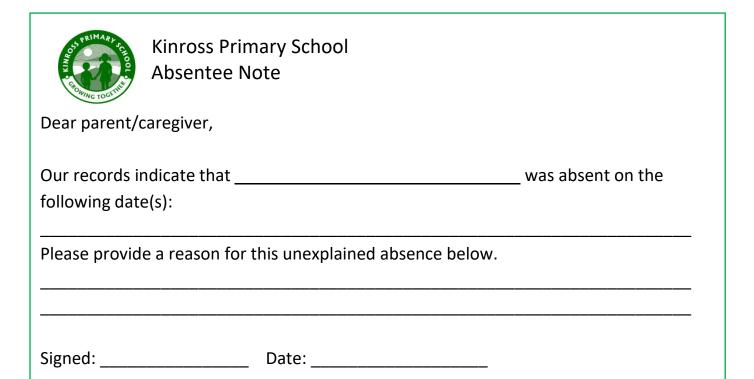
- Complete a SWU (Students whose Whereabouts are Unknown) request form and engage the Student Tracking Coordinator.
- Retain the student on the school's current enrolment register until confirmation has been received from the Student Tracking Coordinator.

Appendix 1: Integris Code Information Sheet

Standard codes:

/ - present	U – absent (cause not established)	X – Unacceptable reason
T – truant	R – reasonable cause	Z – suspended
E – educational activity (eg: PEAC)	W – withdrawn	M –medical/sick bay (if longer than 1 hour)
L – late	Y – enforced closure	C – cultural/religious
N –notified as sick	V – vacation (only authorised by principal)	K – unauthorised vacation (extra holidays/leave)





KINROSS PRIMARY SCHOOL



STUDENT NAME:		TA:		YEAR LEVEL:	TERM	: YEAR:
CLASS TEACHER:						
SHORT TERM IMPROVEMENT TARGET:	%	LONG TERM IMPROVE	MENT TARGE	T:%		Alter strategies to suit the student. These are suggestions only

PLAN IMPLEMENTATION START DATE: PROPOSED TIMEFRAME:

SKILLS REQUIRING DEVELOPMENT / TARGETS

• _____ to improve from 55% to 80% for term 3.

STRATEGIES	RESOURCES	MONITORING	
 Phone calls to parent when successive school days are missed by class teacher. Whole school programs to motivate attendance e.g., end of term, assembly etc. Individual Class reward chart by teacher to reward improvements. Letter sent to parent with attendance summary every 3 weeks/congratulatory letter when achieved. Class teachers to record comments in SIS for all explained absences. Conversations with student and parent by school psych. Every day the student arrives incorporate a small reward i.e., computer time voucher. 	A sticker chart which details how many days are necessary to attend in each 3-week monitoring period.	 SIS attendance entered & monitored by teacher. Home- school liaisons 	

REVIEW NOTES: Planned review Week 3

Accompanying Attendance Reward Chart Week 1

	Mon	Tue	Wed	Thur	Fri	ACHIEVED
Sticker	Day 1	Day 2	Day 3	Day 4	Day 5	
A positive learning experience at school						Reminder of Supergoal To attend 4 out of 5 days
What did your grown up enjoy hearing about?						Wk 1 Wk 2 Wk 3

My Goal is to achieve 4 days attendance this week. I am working towards the reward below;

At home	At school
 Weekly Goal: 15 minutes computer time at home. Supergoal: Adventure World 	 15 minutes computer time in E-Learning Area. Each day Fred arrives he gets a canteen voucher as part of a daily reward. Supergoal – One on one basketball time with a friend, be an office helper, helping physical education teacher with younger classes etc (depends upon Fred's currency)

This program is only to be used as a reward to celebrate Fred's success. Each day Fred is to bring it to Mr. _____. If by Friday he achieves 3 stickers, he will receive a sticker in the yellow box and be given a reward.