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 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.	Maintain accurate records of attendance using Integris and report concerns to line managers. *(Appendix 1)* Complete attendance by 9am. Follow up attendance with parents are caregivers. *(Appendix 2)* Enter explanations in Integris window and sign off using initials. Distribute correspondence from administration. Provide documented plans for students with attendance below 85%. *(Appendix 3)* Retain all documentation from parents for archiving at the end of school year.	Implement and maintain Attendance Policy. Manage late arrivals in administration block. Maintain attendance records. 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. *(Appendix 4)* Ensure attendance records form part of the student's half-year and end of year progress reports 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.

This policy is reflective of the Department of Education's Student Attendance Policy (Version 3.3 Final) and Student Attendance Procedures (Version 3.4. Final) which can be found here.

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)

Student is absent → Parent contacts teacher or school (written or orally)

- If the reason is medical N
- If the reason is not medical, see above

No contact is made → Mark as U → Follow up by sending note home

- If notified, change code (above)
- If no notification, mark as X

Student arrives late

- If prior to 9am, sent to class. No code.
- If prior to 9.40 mark as L
- If after 9.30 choose code and make note of arrival time

Student leaves school

- Absence less than one hour – no code required
- Absent more than 1 hour before 11.30 choose code for AM
- Absent more than 1 hour after 11.30 choose code for PM

In all cases, you should right click and drop a brief note to explain changes made to Integris and then initial it.
Eg:
R: *'Left at 1.30 for dentist BS'*
K: *'Absent from 11/3 – 16/3 family holiday BS'*

Kinross Primary School
Absentee Note

Dear parent/caregiver,

Our records indicate that _____ was absent on the following date(s):

_____

Please provide a reason for this unexplained absence below.

_____

_____

Signed: _____   Date: _____

KINROSS PRIMARY SCHOOL

STUDENT NAME: _____   **TA:**   **YEAR LEVEL:**   **TERM:**   **YEAR:**

CLASS TEACHER: _____

SHORT TERM IMPROVEMENT TARGET: ….%   **LONG TERM IMPROVEMENT TARGET:** ……%

PLAN IMPLEMENTATION START DATE: **PROPOSED TIMEFRAME**:

> Alter strategies to suit the student. These are suggestions only

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
Sticker	Day 1	Day 2	Day 3	Day 4	Day 5
A positive learning experience at school					
What did your grown up enjoy hearing about?					

ACHIEVED

Reminder of Supergoal
To attend 4 out of 5 days

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.