

# ATTENDANCE POLICY

## *Every Day Counts*

### **POLICY STATEMENT**

As a WA Government school, Subiaco Primary School must monitor and manage student attendance in order to maximise the opportunities of all students to learn. (Reference: DoE Student Attendance Policy - <http://det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/student-attendance.en?cat-id=3458017> )

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

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

### **POLICY RULES**

Principals will manage student attendance in accordance with the Student Attendance Procedures. This includes:

- Maintaining accurate attendance records;
- Responding to Department requests for reporting and disclosure of attendance data;
- Managing alternative attendance arrangements where these are appropriate;
- Addressing student absence;
- Developing plans for students with persistent absence; and
- Retaining all relevant documentation.

Regional Directors will assist in the management of cases of persistent student absence in accordance with the Student Attendance Procedures.

### **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.

Subiaco Primary School:

- Is committed to promoting the key message 'every day counts';
- Monitors, communicates and implements strategies to improve student attendance; and
- Believes attendance at school is the responsibility of everyone in the community.

### **RESPONSIBILITIES**

#### **Administration**

- Promotes student attendance through clear statements of expectations and procedures.
- Promotes attendance through regular articles in the school's newsletters.
- Develops and implements rigorous and effective systems to record and monitor attendance.
- Ensures that student attendance is recorded in every class.
- Maintains accurate attendance records in SIS (School Information System).
- Facilitates prompt processing of student transfers.
- Monitors and analyses school attendance records frequently.

- Ensures Attendance Plans are developed as required.
- Supports teachers to develop Attendance Plans.
- Generates letters to parents in the “moderate” and “severe” attendance categories in Weeks 5 and 10 of each term.
- Provides ongoing monitoring and support for students in the “moderate” and “severe” categories, as well as support for their teachers and parents/carers.
- Develops Responsible Parenting Agreements in conjunction with parents/carers as required.
- Invites families to Attendance Advisory Panels as appropriate and completes all required documentation.
- Consults with Regional Office who will continue to provide resources and templates to assist teachers to complete their attendance responsibilities when student attendance concerns escalate.

### **Teacher**

- Monitors and records each student’s attendance in Compass with 100% accuracy, twice daily. Recording a student as present for a half day when the student has attended at least two hours of instruction; and present if they are on a school-approved activity off-site.
- Promotes and encourages attendance.
- Follows up on all unauthorised absences in person, via email/Compass or by contacting school Administration.
- Notifies Administration when students have been absent for 10 consecutive days and the reason is not known.
- Develops and monitors Attendance Plans for students in the “moderate” and “severe” category with support from Administration.
- Refers parents to Administration to negotiate in-term vacations.

### **Student**

- Attends school at all times when the school is open for instruction.
- Arrives at school and attends all classes on time.
- Remains on the school premises during school time unless they have the permission from both their parent/carer and the school Administration to leave.
- Completes any work that is missed due to absences if requested by the teacher.
- Works cooperatively with the school and is actively involved in improving their attendance.

### **Parent**

- Ensures their child attends school at all times when the school is open for instruction (see School Education Act, 1999).
- Promotes and provides organisational support to their child to allow them to attend school and participate on all designated school days.
- Ensures their child is on time for school each day.
- Notifies the school on the first day of their child’s absence. Notifies the school in advance if an absence is planned. All absences must be explained via an Attendance Note on Compass.
- Works cooperatively and collaboratively with the school to develop and implement improvement strategies when their child’s attendance has been inconsistent due to reasons deemed unsatisfactory by the school.
- Work cooperatively with the school to support their child when returning to school after prolonged absences.
- Meets with school Administration staff to discuss and seek authorisation for vacations during school term.
- Ensures the school has correct and up to date contact details.