



## Willetton Primary School Attendance Policy

### Policy Statement

The Department of Education (the Department) monitors the attendance of all students enrolled in school, identifies students with attendance issues and implements appropriate measures to restore regular attendance.

Willetton Primary School adheres to the Department's Attendance Policy. The purpose of this policy is to provide explanation of expectations and roles at Willetton Primary School only. Please refer to the Department policy for further information and explanation.

### Attendance Expectations

Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes. Student attendance is considered to be 'at-risk' if less than 90%. Unauthorised absences encompass truancy, those not considered acceptable by the principal, nominee or the Department and where an explanation has not been provided by the parent.

A student will be deemed absent for a half day when the student has not attended at least two hours of instruction within that half day period.

### Procedures (Roles):

Classroom teachers are responsible for:

- Entering student attendance records on *Integris* by 10am each morning. Any modifications should be completed by 3pm each day.
- Storing records of all contacts, or attempts to make contact, with the family regarding absences. This includes managing absentee notes and recording, on *Integris*, reasons for absences provided by parents verbally and/or in writing. Any paper records must be sent to the office at the end of each year for archiving.
- Seeking reasons for non-attendance of students from parents by using the attendance note on *Integris*.
- Reporting concerns over absences, low attendance rates or lack of absentee notes to the principal.
- Ensuring students who are late have collected a late passes from the office.
- Ensuring students who are being collected by parents/carers early have a leave pass from the office before releasing the student.

The office staff are responsible for:

- Recording absentee reasons when parents phone the school.

- Recording late arrivals as they occur and providing late passes to notify staff of this.
- Confirming the identity of any person asking for access to a student during the school day.
- Providing leave passes for students being collected by parents/carers.
- Archiving all classroom absentee notes and records at the end of each year.

The admin team is responsible for:

- Ensuring *Integris* is set up for attendance each week.
- Organising attendance notices, reporting attendance issues and requests for explanations once a semester.
- Running reports to monitor attendance.
- Organising action to deal with ongoing concerns about absences.

The Principal is responsible for:

- Overseeing all attendance procedures.
- Approving, or not, any vacation absences requests from parents.
- Requesting a medical certificate for prolonged absences due to sickness or injury.

Parents/Carers are responsible for:

- Ensuring they provide an explanation of all absences to the school either on the student's return to the school in writing, or by phone prior to the student's return.
- Informing the principal, in writing, of any planned vacations and the reasons why they must occur in school time.
- Attending any meetings requested by the school to discuss absences.
- Providing a medical certificate for prolonged absences due to sickness or injury.

### **Management of Non-Attendance**

Where attendance falls below 90 per cent over a term, the principal or member of the admin team will:

- further investigate the reasons for the student's absence;
- organise a parent/teacher meeting and/or case conference at the earliest opportunity to identify the issues related to the non-attendance and plan for improvement; and, if required
- document all attendance improvement plans.

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