# **Attendance Policy**



### **INTRODUCTION**

This policy is informed by the Department of Education Student Attendance Policy v3.3 and Student Attendance Procedures v3.4.

Regular attendance at school is fundamental to student learning and allows students to build on knowledge and skills each day. Consistent attendance and participation are essential for all students' social and academic learning.

At Yanchep Rise Primary School, we believe that every day at school matters. Each day of absence makes a difference, with the effect on learning accumulating over time. There is an expectation that once enrolled, students will attend school on a regular basis in order to optimise their education and reach their full potential.

The attendance policy at Yanchep Rise Primary School is underpinned by the following components:



## **RECORDING OF ATTENDANCE**

Yanchep Rise Primary School will ensure that accurate attendance records are kept for each student enrolled at the school. This includes recording attendance for morning and afternoon sessions for kindergarten, pre-primary and primary students. The following codes are used by teachers at Yanchep Rise Primary School to record attendance electronically on Integris:

/	Present	Student is on school grounds		
U	Unexplained Absence	ause not established and no explanation has yet to be provided. Follow up is required.		
R	Reasonable Cause	Family issues, accident, appointment, meeting		
E	<b>Educational Activity</b>	Approved educational program such as PEAC or transition visits		
С	Cultural / Religious	oproved absences for events of a cultural or religious significance to the family, such as funerals, sorry days and religious observances		
N	Notified as Sick	Parent or caregiver has notified the school of sickness		
М	Medical/Sick Bay	Student is still on school grounds in the medical room. This is not classified as an absence		
V	Vacation	The absence has been negotiated in advance and the Principal is satisfied that reasonable grounds for authorising the absence apply		
K	Unauthorised Vacation	The student has been taken on a vacation and the Principal has not authorised the absence		
Х	Unacceptable Reason	Reason for absence has not been approved by the Principal		
L	Late	If the student arrives at school after 8.30am		

#### **IN-TERM ABSENCES**

For all students, it is the schools preferred position that parents do not organise leave during the school term. If contemplating an extended absence, parents must consider that this will affect their child's progress and achievement. Parents need to notify the Principal in writing for approval, if they intend to apply for leave. The examples of approved absences include: bereavement, serious illness of a family member or sporting representation at a State or National level. Examples of unapproved absences include: family holidays. If parents choose to proceed, they are acknowledging their child's assessment program may not be able to be completed.

### **RESPONSIBILITIES**

#### **Parents**

- Promote a positive attitude towards attendance and reinforce the school's belief that 'every day matters'
- Notify the school of a planned absence if it falls during the school term prior to taking leave
- Notify the school of an absence as soon as possible
- Provide an explanation of a student's absence within three school days from the start of the absence

#### **Teachers**

- Complete the attendance roll on Integris by 9:15am for the morning session and 1:00pm for the afternoon session
- Collect absentee notes and enter relevant information in comments into Integris. Written absentee notes to be kept and forwarded to Administration in the supplied envelope at the end of each term
- Request a reason for a student's absence if one is not provided within three days from the start of the absence
- Follow school procedures to obtain a reason for an absence if one is not provided
- Follow school procedures where concerns exist regarding persistent absences
- Report any attendance concerns to the Administration staff

## **Administration**

- Ensure the newsletter has an attendance focus at least once a term
- Implement an appropriate reward system for classes and individuals with high attendance
- Ensure staff are recording attendance accurately and in line with the policy
- Provide teachers with attendance rates for their classrooms
- Follow up unexplained absences with Integris generated letters in Week 4 and 9 to support classroom teachers attempts to resolve absences
- Send home recognition letters in Week 5 and 10 for students with 99 100% attendance
- Monitor and follow up attendance issues with students who have 90% or less attendance rate
- Work with the classroom teacher and parents to put identified attendance improvement strategies in place for students at risk

## STRATEGIES TO RECOGNISE REGULAR ATTENDANCE:



Classes with improved attendance are identified by Administration and recognised fortnightly in the newsletter. They are rewarded 10 minutes additional recess on a Friday.

Recognition letter: Students with 99% and 100% attendance are identified mid term (week 5) and a letter of recognition is sent home to parents congratulating their child on their current good attendance.

Assembly recognition: At each end of term Assembly all 99% and 100% student for that term will receive a reward.

#### PROCEDURES FOR UNEXPLAINED ABSENCES



Classroom teacher to request a reason for absence from the parent. This should be provided within three days of the absence occurring.



If no reason is provided, classroom teacher to send home absence reminder slip.



If parent does not respond to request, classroom teacher to notify
Administration.



If the letter is not returned, classroom teacher to contact Administration.

Integris letter sent home.



If Integris letter is not returned, phonecall from Administration.

### STUDENTS AT RISK - PERSISTENT STUDENT ABSENCE

At Yanchep Rise Primary School persistent absence is defined as having an attendance rate below 85%. A pattern of persistent absence places a student at educational risk and may itself be an indicator of other risks to the student's well being. When a student's absence is identified as a concern, school staff will work collaboratively with students, parents, and the community to develop and implement strategies to restore regular attendance. Home visits may be required in some cases.

#### PROCEDURES FOR PERSISTENT STUDENT ABSENCE

If the student is determined to be at risk, the classroom teacher will organise a meeting with parents to identify issues affecting upon attendance. An attendance plan will be put in place with the school administration team in negotiation with parents. If appropriate, a case conference will be organised with the support of the School Psychologist.

Badged attendance officers (Principal and Associate) will conduct home visits. Admin team will continue to call parents where attendance is at risk.



# **Outstanding Attendance** Date Dear We would like to recognise the outstanding attendance of This term, they have an attendance rate of Attending school regularly helps children feel better about school and themselves. There is a strong link between attendance and academic outcomes. Such an outstanding attendance rate ensures that your child has the best chance of success at school. We would like to acknowledge your support, in making sure that your child develops the habit of regular school attendance and a positive attitude towards school. Thank you for helping us to ensure that 'Every Day Counts'. Yours sincerely



## Appendix B: Unexplained absence reminder slip



## **Unexplained Absence Reminder Slip**

According to our records, your child $\_$		has a recent
unexplained absence. Please provide	a reason for this absence	to the
classroom teacher or Administration	at your earliest convenien	ce. Thank you.
Date of Absence:	Reason:	



## **Unexplained Absence Reminder Slip**

According to our records, your child	has a recent
unexplained absence. Please provide a rea	ason for this absence to the
classroom teacher or Administration at yo	our earliest convenience. Thank you.
Date of Absence: Rea	ason:



## **Unexplained Absence Reminder Slip**

According to our records, your child _		has a recent
unexplained absence. Please provide	a reason for this absence	to the
classroom teacher or Administration	at your earliest convenien	ce. Thank you.
Date of Absence:	Reason:	

## Appendix C: Unexplained absence reminder letter

(Parent/Guardian)



## **Unexplained Absence**

Date Dear According to school attendance records\_\_\_\_\_\_ was absent from school on the below dates and I have not received an explanation for his/her absence. It is a requirement of the Education Act that all absences are explained by the child's parent or legal guardian. You can notify the school in person, with a written note, or by phone call. Alternatively, the slip below can be completed and returned. Your prompt attention to this matter is greatly appreciated. Yours sincerely Class teacher Date/s absent without explanation: My child\_\_\_\_\_was absent on the following date/s \_\_\_\_ due to: Signed:

# Appendix D: Parent request for in-term leave



Dear Principal	Primary School
This is to advise that	will be absent from
unt	tildue to
I am aware that it is the school's pr	referred position that parents do not organise leave during the
school term and that this leave ma	ay affect my child's progress and achievement. I am aware that
examples of in-term absences the	school will approve include: bereavement, serious illness of a
family member or sporting representations	entation at a state or national level. Examples of unapproved
absences include: family holidays. B	By proceeding with other forms of leave, I acknowledge that my
child's curriculum and assessment	program may not be able to be completed and there is no
requirement for teachers to provid	e work packages for students.
Signed:	
Relationship to student:	
Date:	

Appendix E: Unauthorised leave - vacation



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Dear

Thank you for notifying the school that you plan to take \_\_\_\_\_out of class for an in-term family vacation.

Research recently undertaken by the Telethon Kids Institute, Student Attendance and Educational Outcomes: Every Day Counts, demonstrates a clear link between student absence and achievement in school. Each day a student is absent from school has a direct impact on their educational outcomes.

A strategic focus of the Department of Education is to encourage greater responsibility of parents and the community to lift student attendance. Establishing and maintaining a positive attendance career helps teach the importance of 'showing-up'; an essential skill for future success in life.

Please be aware that there is no provision within the School Education Act 1999 for Principals to endorse absences for family vacations. There is also no requirement for teachers to provide work packages for students who are absent for this reason. Your child's attendance will be recorded as an unauthorised vacation.

Yours sincerely



## **Persistent Absence**

Date
Dear
It has come to our attention that attendance is currently at
At Yanchep Rise Primary School, we believe that every day at school matters. Each day
of absence makes a difference, with the effect on learning accumulating over time.
Regular attendance at school is fundamental to student learning and allows students to
build on knowledge and skills each day. Consistent attendance and participation are
essential for all students' social and academic learning.
The School Education Act 1999 requires parents to send their children to school each
school day, unless there is a valid reason for them not to attend. Please contact me, if
there are any issues that you wish to discuss or if you would like support in ensuring
your child's attendance at school each day.
If your child's attendance does not improve within the next few weeks, you will be
required to attend a meeting to work with the school, to develop and implement an
Individual Attendance Plan.
Yours sincerely

## **Appendix G: Attendance intervention record**

YANCHEP RISE

Surname:	YANCHE Primary S
First Name:	
Year:	

	% Attendance	Comments  (e.g. % authorised vs  unauthorised, particular  patterns of non-attendance,  etc)
Term1		
Term 2		
Term 3		
Term 4		
Overall		

# Parent/carer contact made or attempted

Date	Time	Contact	Type (phone call, homevisit, letter, email, SMS)	Summary	Information attached

# **Appendix H: Individual student attendance strategies**



Student name:	Date of birth:				
Class Teacher:	Room:		Year:		
Current attendance rate:					
Short term improvement targ	et:				
Long term improvement targe	et:				
Plan start date:	Proposed timefr	ame:	Review date:		
Known factors impacting atten					
	Strateg	jies 			
School:	H	Home:			
Resources:					
Monitoring:					