



SOUTH KALGOORLIE PRIMARY SCHOOL ATTENDANCE POLICY

At South Kalgoorlie Primary School, we expect students to attend regularly in order to participate fully and gain maximum benefit both socially and developmentally from their education. Regular attendance enables students to access a full curriculum to develop important skills, knowledge and values enabling them to reach their potential.

Department of Education Attendance Policy

The Principal is responsible for the accurate recording and rigorous monitoring of the attendance of all students and for implementing appropriate strategies to restore attendance if there are attendance issues.

South Kalgoorlie Primary School

- Provides a safe, welcoming and inclusive learning environment
- Ensures the curriculum is tailored to address all students' needs
- Promotes the importance of children attending school regularly to their parents
- Builds strong relationships with students and parents/caregivers

Staff at South Kalgoorlie Primary School

1. Have a shared understanding of the importance of attending school regularly at our school;
2. Are committed to promoting the key message of school attendance;
3. Share beliefs that all children should be enrolled at school and attend all day, every school day where possible;
4. Monitor, communicate and implement strategies to improve regular school attendance;
5. Share beliefs that vacation taken within the school term will be an unapproved absence and impact on student learning;
6. Share beliefs that attendance at school is the responsibility of everyone in the community;

Monitoring

South Kalgoorlie Primary School will utilise the following to monitor student attendance:

- Student Attendance Reporting (Via IKON), Regular Class Attendance Analysis Report (Via SIS), Percentage Attendance Report (Via SIS)
- At the completion of each Term: Attendance Summary Report, Unexplained Absentees Report and Longitudinal Attendance Report
- Parents /caregivers will be contacted if their child's attendance falls below 90%-80% (per semester)
- A SKPS Attendance Plan will be put into place if a student's attendance falls below 80% (per semester).
- Staff and the School Community will be given regular updates on Whole School Attendance Data via the School Newsletter and Facebook page.

SCHOOL PROCEDURES

Daily Attendance

Student attendance will be recorded by 9.00am and updated after lunch each day. This is the responsibility of the classroom teacher.

Absences

- Parents/Caregivers are required to advise the classroom teacher the reasons for an absence as soon as practical. This can be written or verbal.
- If a student is away for more than 2 consecutive days, the teacher will contact the parent/caregiver.
- For prolonged absences that are due to sickness or injury the school will require a medical certificate.
- Classroom teachers will enter the reason (either verbal or written) for the absence. This must be entered into SIS Lesson Attendance for the absent days using the 'Add Note' feature. This will include teacher's initials and the date.
- Our aim is to have no unexplained absences in our attendance data.

Students 'at risk'. Attendance below 90%

- Students with attendance below 90% will be deemed 'at risk'. Teachers will be in regular contact with Parents/Caregivers of students in this category. Students with 'at risk' will be monitored carefully by the classroom teacher.
- If attendance falls to below 80% the student will be placed on a SKPS Attendance Plan.
- If unsuccessful in making contact with Parent/Caregiver of students 'at risk' or non-attendance does not improve after classroom level intervention and support, the student will be referred to the Attendance Team.

Late Students

- For students arriving at school after 8:30am this will be noted as late in SIS by Teacher.
- If students arrive AFTER 8:45am they go to the Office are marked late in SIS they will be given a late slip.

Planned Leave

- All planned leave needs to be approved by the Principal.
- If the leave is approved, it will be considered as authorised leave.

Vacation Leave

- Families taking Vacation Leave during school terms is discouraged.
- Parents/Caregivers must send notification of vacation leave to the Principal. All vacations must be approved by the Principal. If approved this will be entered as 'V' in SIS Lesson Attendance. If not approved, it will be entered as a K (unauthorised vacation).
- Teachers are not obliged to provide work to students on unapproved leave.

Illness/Health Conditions

- Where a student has a mental or physical illness and/or health care needs which may impact on their ability to attend the usual school site, the principal will: Inform the parent of a student under the age of 18 and the student of the student's right to an educational program and actively engage the parent and the student in negotiating access to a relevant program.
- Arrange access to an educational program for a student who has a physical and/or mental health condition and/or health care needs and who cannot attend the regular site.
- Follow the procedures described in School of Special Educational Needs: Medical and Mental Health (SSEN:M&MH).

ROLES AND RESPONSIBILITIES

Attendance Coordinator

Deputy Principal - Student Services

Attendance Team

Learning Support Team

Attendance Coordinator

- Attendance Coordinator promotes student attendance through positive reinforcement strategies across the school including 100% awards and Classroom Attendance Awards presented at assemblies.
- Attendance Coordinator to provide regular parent information on school attendance; including regular attendance and the numbers of students across the school on Attendance Plans.
- Attendance Coordinator with an Attendance Team member to meet with identified families to implement Family Parenting Agreements.
- Attendance Coordinator responsible for organising attendance letters or phone calls for at risk students outlining attendance percentage / attendance concern. Copy given to Teachers – then collated into handover file for the following year.

- Attendance Coordinator responsible for organising home visits by Badged Attendance Officers or the implementation of more formal processes with parent/caregiver as outlined in DoE Attendance Policy.

Attendance Team

- Attendance Team to provide at least two Attendance Reports to the school community a term, highlighting students sitting below 90% attendance and to determine appropriate school improvement targets
- Attendance Team meets when student referrals are made or when whole school attendance decisions need to be made.
- Attendance Team to coordinate case conferences where necessary.
- Attendance Team members with a member of the School Board and a community member to make up an Attendance Panel if required by the school.

Teachers

- Teachers monitor all student attendances and be aware of students sitting below 90% attendance. Follow the schools agreed 'Attendance Process' document for recording attendance. Develop classroom strategies to encourage student attendance at school.
- Teachers create attendance plans for students consistently late to school, or who are sitting below an attendance rate of 80%.
- Teachers participate in any attendance plan meetings, case conferences or attendance advisory meetings.
- Teachers discourage students from taking unauthorised vacation leave during school terms

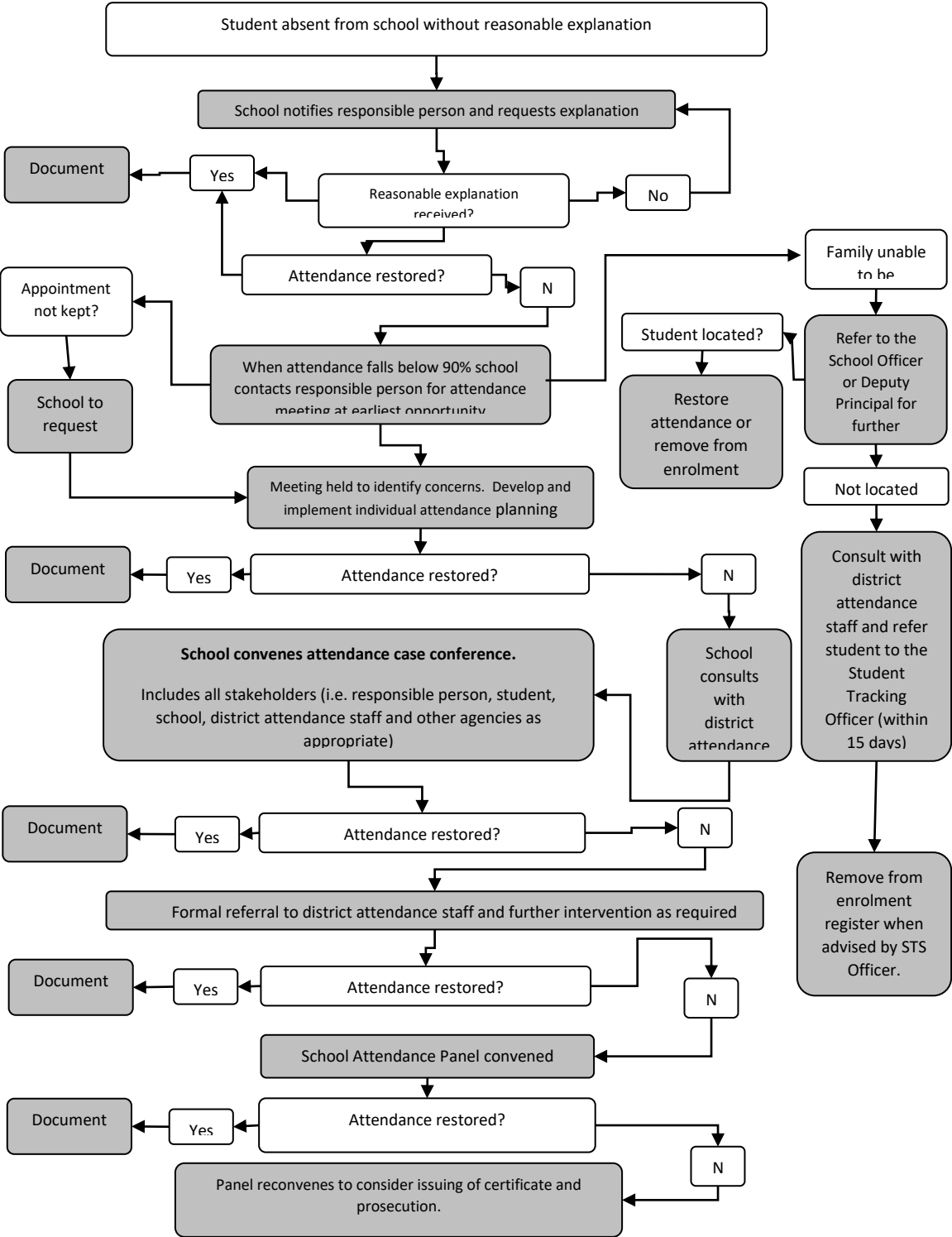
Students

- Students ensure they arrive at school before 8:30am siren.
- Students ensure prompt attendance outside respective classrooms after recess and lunch.

Parents

- Parent provide written/verbal explanation of child's absence immediately preceding or prior to absence.
- Parents attend non-attendance case conference as deemed necessary by Attendance Team.
- Parents notify school principal and teacher of any intended vacation leave during school term in writing.
- Parents complete any absentee slips and/or late slips immediately preceding the late arrival or on the next school day.

Student Attendance Monitoring and Intervention Process



Attendance Codes

Code	Description	Type	Notes
/	Present	Present	The student is recorded as being present at school. This is the default when daily records are created.
E	Educational Activity	Present	The student is recorded as NOT absent from school. The student is involved in an approved educational program such as an excursion and no follow up is required.
W	Withdrawn	Present	The student is recorded as NOT absent from school. The student is withdrawn from classroom activities but is still present at school.
M	Medical or Sick Bay	Present	The student is in the medical or sick bay but is still present at school. The student is recorded as NOT absent from school.
L	Late	Present	The student is late but the degree of lateness is insufficient to have been recorded as a period or session absence. If the student is so late as to have missed more than 25% of a period or session then they should be recorded as absent for that period or session.
R	Reasonable Cause	Authorised Absence	The student is recorded as absent from school. An acceptable reason for the student's absence has been provided. Pre- authorised absences will be recorded as an R.
Z	Suspended	Authorised Absence	The student is recorded as absent from school. This is an authorised absence.
C	Cultural Absence	Authorised Absence	The student is recorded as absent from school. The Principal has authorised this absence because of cultural or religious significance to the family.
N	Notified as sick	Authorised Absence	The student is recorded as absent from school. The Principal has authorised this absence due to confirmation of the student's ill health by the parent.
K	Unapproved Vacation	Unauthorised Absence	The student is recorded as absent from school. The Principal has not authorised this absence.
X	Unacceptable Reason	Unauthorised Absence	The student is recorded as absent from school. A reason has been given for the student's absence from school but has been deemed unacceptable and further follow up will be required.
U	Absence-cause not yet established	Unauthorised Absence	The student is recorded as absent from school. Sometimes called an Unexplained absence. No reason has yet been established for this absence.
T	Truant	Unauthorised Absence	The student is recorded as absent from school. Investigation has revealed that the student has truanted.

Y	Enforced Closure	Not required to attend	The student is not required to attend on the selected day. A school can be closed for AM, PM or the whole day for a selected date. The Y code can be applied to the whole school or a selected group of students. Schools can use this code for critical events or amending Kindergarten programs.
F	Flexible Code	Not required to attend	The student is not required to attend on the selected day. The F code can be applied to an individual student or a group of students. Schools can use this code for study leave or to attend flexible study arrangements.

APPENDIX B EXPLANATORY NOTES FOR SIS LESSON ATTENDANCE CODES

Codes for students attending on or off site

/ - Present code, this is the default setting in Lesson Attendance.

E - Educational Activity

This code should be used when the student is participating in an approved educational program off school site, such as a Section 24, Alternative Attendance Arrangement, an excursion, work placement or programs such as PEAC. This code is not classified as an absence. This code is not to be used for students on the Participation List. M - Medical or Sick Bay. The M code should be applied to students when they are on school grounds in the medical or sick bay. This code is not classified as an absence. Sick students that are not at school should be marked with an

N – Notified as Sick.

W - Withdrawn

Where a student is withdrawn from school activities as a planned response to a breach of school discipline but is present at school. For example, when a student is sent to the office or a buddy class but is still at school. This code is not classified as an absence.

Codes for students who are late

L - Late

To be used when a student is late to school but is not late enough to be recorded as a half day absence. This code is not classified as an absence. NB: A student is absent if they have attended less than two full hours of continuous instruction.

Codes for Authorised Absences

R - Reasonable Cause

This code should be used when the principal has deemed the reason provided as acceptable other than an absence due to suspension, cultural absence, illness or family holiday (See code options below).

C - Cultural Absence

Absences authorised for cultural or religious significance to the family such as funerals, sorry time and religious observances. The principal should negotiate the duration of this absence prior to it being taken. If the absence extends beyond the number of agreed days, and no acceptable reason is provided, the additional absences should be recorded with an

X (Unacceptable Reason).

N - Notified as Sick

Applied to a student whose reason for absence is due to illness. The principal may request a medical certificate.

V - Vacation

This code may be used when the absence has been negotiated in advance and the principal is satisfied that reasonable grounds for authorising the absence apply. Completion of a work package during the period of absence may be requested by the principal.

K -Unauthorised Vacation

This code may be used when the absence has not been approved.

Codes for Unauthorised Absences

U - Absence – cause not yet established

To be used when a student is initially absent from school and no explanation has yet been provided. Further follow up is required to establish a reason for the absence and once obtained, the code should be changed accordingly.

K - Unauthorised Vacation

This code identifies students whose parents have taken them on an in-term holiday and the principal has not authorised the absence. A template letter, to notify parents of a decision not to approve an in-term vacation, is available online in Microsoft Word and SIS KST format on the STIMS website.

X - Unacceptable Reason

This code is used when the school has sought an explanation but the response from the parent is not considered reasonable, and the principal does not believe it satisfies the requirements of Section 25 of the School Education Act 1999.

T - Truant

This is be used for a student that is absent from school and an investigation has revealed that the student has truanted. This will usually require a teacher or parent witnessing the student leaving the school grounds or educational program without permission.

Y – School Closure

This code indicates that students are not required to attend on the selected day and effectively reduces the number of half days available for that student. The Y code can be applied to the whole school or a cohort of students. Schools can use this code for critical events, natural disasters, infectious diseases or amending programs. It can be applied to AM, PM or the whole day for a selected date. Note: This code is applied through the school diary and Lesson Attendance > Parameters > Enforced School Closure.

Q - Not required to attend

Students in Year 11 and 12 only who are on study or exam leave, and are not on school site, are to be recorded with this code. This will not be counted as an absence. This code is not to be used for students on the Participation List or students in Kindergarten to Year 10.

