

Student Attendance Policy



1. Policy Statement

As a WA Government school, Rossmoyne Primary School must *monitor and manage student attendance in order to maximise the opportunities of all students to learn.*
(Reference – DoE Student Attendance Policy, pg. 2)

2. Rationale

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 students' social and academic learning.

Rossmoyne 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.

3. 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.

Rossmoyne Primary School:

- is committed to promoting the key message “every day matters”;
- monitors, communicates and implements strategies to improve students' attendance, and
- believes attendance at school is the responsibility of everyone in the community.

4. Responsibilities

Administration responsibilities:

- promote student attendance through clear statements of expectations and procedures
- promote attendance through regular articles in the school's newsletters
- develop and implement rigorous and effective systems to record and monitor attendance
- ensure that student attendance is recorded in every class
- maintain accurate attendance records in SIS (School Information System)
- prompt processing of student transfers
- monitor and analyse school attendance records monthly
- ensure Attendance Plans are developed as required
- support teachers to develop Attendance Plans
- generate letters to parents in the 'moderate' and 'severe' categories in weeks 5 and 10 of each term
- provide ongoing monitoring and support for students in the 'moderate' and 'severe' categories, as well as support for their teachers and parents/carers
- develop Responsible Parenting Agreements in conjunction with parents/carers as required
- invite families to Attendance Advisory Panels as appropriate and complete all required documentation
- consult with Regional Office when student attendance concerns continue
- provide resources and templates to assist teachers to complete their attendance responsibilities

Teacher responsibilities:

- promote and encourage attendance
- monitor and record each student's attendance in SIS with 100% accuracy, twice daily
- seek advice from administration if unsure about what absence code to use (see Appendix A)
- record 'notes' against all absences in SIS – note to include who notified the teacher of the absence, the reason for the absence, the student's expected date of return to school, the teacher's initials and the date the information was entered
- follow up on all unauthorised absences in person, via note in school diary/email/phone or by contacting emergency contacts
- generate and post absence follow-up letters in weeks 4 and 9 of every term
- notify administration when students have been absent for 10 consecutive days and the reason is not known
- develop and monitor Attendance Plans for students in the 'moderate' and 'severe' category with support from administration
- refer parents to administration to negotiate in-term vacations
- provide parents with activities, websites, apps etc. for their children to complete when they are unable to attend school for **acceptable** reasons

Student responsibilities:

- attend school at all times when the school is open for instruction
- arrive at school and attend all classes on time
- remain on the school premises during school time unless they have the permission from both their parent/carer and the school administration to leave
- complete any work that is missed due to absences if requested by the teacher
- work cooperatively with the school and be actively involved in improving their attendance

Parent responsibilities:

- ensure their child attends school at all times when the school is open for instruction (see School Education Act, 1999)
- promote and provide organisational support to their child to allow them to attend school and participate on all designated school days
- ensure their child is on time for school each day
- notify the school on the first day of their child's absence
- notify the school in advance if an absence is planned
- support their child's learning during continued or prolonged absences through completion of educational activities
- work 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
- meet with school administration staff to discuss and seek authorization for vacations during school terms
- ensure the school has correct and up to date contact details

5. Appendix

A. Lesson Attendance Code Descriptions

Ratified by Rossmoyne Primary School Staff on 30 January 2017.
Ratified by Rossmoyne Primary School Board on 13 March 2017.

Review Date: 2020

Appendix A – Lesson Attendance Code Descriptions

Code	Description	Notes
/	Present	The student is recorded as being present at school. This is the default when daily records are created.
E	Educational Activity	The student is involved in an educational program offsite.
Q	Not required to attend	Only for Year 11 and 12 students who are on study/exam leave.
W	Withdrawn	The student is present at school but is withdrawn from classroom activities.
M	Medical or Sick Bay	The student is present at school but is in the medical or sick bay.
L	Late	The student is late but the degree of lateness is insufficient to be recorded as a half day absence.
R	Reasonable Cause	The student is recorded as absent from school; an explanation has been received which the principal considers to be reasonable.
Z	Suspended	The student is recorded as absent from school.
C	Cultural 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	The students is recorded as absent from school. The principal has authorised this absence due to confirmation of the student's ill health by the parent/caregiver.
V	Vacation	The student is recorded as absent from school. The principal has approved this absence only through negotiations with the parent. **Admin to enter
K	Unauthorised Vacation	The student is recorded with an Unauthorised absence; the reason for the student's absence is not approved by the principal.
X	Unacceptable Reason	The student is recorded as absent from school; the principal does not consider that the reason supplied for the absence is acceptable.
U	Absence – cause not yet established	The student is recorded as absent from school. No reason has yet been established for this absence.
T	Truant	The student is recorded as absent from school. Investigation has revealed that the student has truanted.
Y	Not required to attend	The student is not required to attend due to enforced school closure. The Y code can be applied to the whole school or a cohort of students (AM or PM). Schools can use this code for critical events, natural disasters or amending programs for kindergarten students.