

# YULUMA PRIMARY SCHOOL

## ATTENDANCE POLICY

### INTRODUCTION

The Yuluma PS policy is closely aligned to the Better Attendance: Brighter Futures strategy.

Yuluma Primary School recognises that students need to attend school on a regular basis to gain the maximum benefit from schooling in order to optimise their life opportunities. At Yuluma Primary School we understand that for maximum transfer of knowledge 95% percent attendance is necessary. Attendance lower than 95% could impact on academic standards.

At Yuluma Primary School there is an expectation that once enrolled, students will attend on a regular basis, and positive attendance patterns should be fostered. It is our focus to wrap positive support around each student to maximise their attendance.

### RECORDING ATTENDANCE

Yuluma Primary School will ensure that accurate attendance records are kept for each student enrolled at the school. This includes recording attendance at both morning and afternoon sessions for kindergarten, pre-primary and primary students. The following codes are recorded on a hard copy version of the role for evacuation purposes and also electronically on SIS.

/ Absent

X Suspended

T Truant

U Unexplained absence

R Reasonable

E Educational activity

Medical/Sick bay

L Late

C Cultural/religious

Notified as sick

V Vacation

A continuous attendance by a child of not less than two (2) full hours' is to be recorded as a half day's attendance. Students who arrive late but still meet this requirement are recorded as late and not included as a half-day absence.

Students who are on an excursion, participating in an off campus program or in some other school-approved activity or are not to be counted as absent.

Students on suspension are to be recorded as absent during the period of suspension. SIS will record attendance for the student as an X automatically.

Attendance records will be kept in electronic form and will be kept for a period of seven years.

If the absentee note is included on a student's record file, then the note must be kept for 25 years from date of birth.

Unsatisfactory attendance reports on students must be retained in a student's records for 25 years from date of birth.

## **MONITORING ATTENDANCE**

When a student has been absent from school and an acceptable explanation has not been forthcoming, Yuluma Primary School will send a written request for an explanation to the student's family to establish the reasons for non-attendance. These letters are sent twice per term.

As there is no requirement in the School Education Act 1999 for the reason to be provided in writing, schools must record all details when a parent or caregiver provides the school with a verbal reason, either in person or over the telephone, that the school believes is an acceptable reason in the context of the school.

If a student's attendance rate falls below 80% over a ten-week period, Yuluma Primary School will further investigate the reasons why the student is not attending school.

Yuluma Primary School will use a case management approach for attendance issues, resulting in an Attendance Plan being written to assist improvement.

Yuluma Primary School will consult with all stakeholders, and access support from other community groups and agencies if required.

Prior to making a formal referral to the school attendance officer, Yuluma Primary School the school will make informal contact with the school attendance officer.

Yuluma Primary School will keep detailed records of all contact, or attempts to make contact, with the student's family and the intervention strategies implemented to restore a student's attendance. This documentation will need to be made available to the school attendance officer and/or the School Attendance Panel.

## **REFERRALS TO SCHOOL ATTENDANCE OFFICER**

When a student is identified as being a regular or chronic non-attende, and the intervention strategies implemented have not been successful in restoring the student's attendance, the student is to be referred to the school attendance officer at NMER office.

The referral form will be completed and forwarded to the school attendance officer along with all documentation demonstrating reasonable and repeated efforts to restore the student's attendance.

Yuluma Primary School will work collaboratively with the school attendance officer, the student's family and other community groups and agencies to restore the student's attendance.

## **CHILDREN WHOSE WHEREABOUTS ARE UNKNOWN**

If all attempts to locate a student have failed after fifteen (15) school days and the school has not received advice that the student has enrolled at another school, a referral to the student to the "Children Whose Whereabouts are Unknown List" through the school attendance officer is made. The Principal will regularly review the Children Whose Whereabouts are Unknown list and advise the school attendance officer if a child has enrolled at the school.

## REFERRALS TO SCHOOL ATTENDANCE PANEL

If the student's attendance at school has not been successfully restored a referral to the School Attendance Panel will be made. The School Attendance Panel will fully consider the issues that contribute to the student's non-attendance at school, and establish strategies to ensure the re-engagement of the student in an appropriate educational setting. The school Principal is to implement the relevant strategies established by the School Attendance Panel and monitor the subsequent attendance of the student.

## DATA COLLECTIONS

Yuluma Primary School will comply with requests from Nmero and central office to provide information on attendance.

## STRATEGIES USED TO ENHANCE ATTENDANCE AT Y+PS

In accordance with the Better Schools: Brighter Futures Policy schools are responsible for promoting to parents the importance of their children not missing school and by providing safe and welcoming learning environments. The following strategies are implemented to enhance attendance;

1. Target setting through DET processes. In particular, cohorts identified by the previous years data.
2. Positive recognition of improved or good attendance at assemblies.
3. Raffle to reward attendees in the regular attendance categories.
4. Telephone call home from class teacher after 3 days of unexplained absences.
5. Letters sent to parents twice a term asking for an explanation of unexplained absence.
6. Monitoring of attendance in monthly meetings as part of a whole school approach.
7. Teachers using this information to reward good attendees as part of classroom rewards systems.
8. Attendance letters for indicated, moderate and severe at-risk attendees that highlight the child's attendance compared to Yuluma PS expectation of 95%
9. Breakfast Club program to encourage prompt attendance.
10. Uniform provision for students arriving without uniform.
11. Engaging and motivating curriculum.
12. Home Liaison by team members including AIEO for prolonged absences.
13. Notifying the community about attendance issues in regular newsletter updates.
14. A case management approach wrapping additional support around students having attendance issues.
15. A letter will be sent home requesting a parent meeting after 3 occurrences of arrival to school after the siren at 8.44. A plan will be documented in liaison with parents to improve rates of attendance and reduce lateness.
16. Students can be excluded from class excursions, camps and/or incursions if more than three instances of lateness or unexplained/unreasonable absence occurs.

APPENDIX A REFERRAL TO SCHOOL ATTENDANCE OFFICER



Department of EDUCATION

151 Royal Street, East Perth, Western Australia 6004  
Telephone: (08) 9264 4111 Fax: (08) 9264 5005

Please indicate (√)

- 1st referral   
2nd referral   
3rd referral

**REFERRAL TO SCHOOL ATTENDANCE OFFICER**

(CONFIDENTIAL)

1. STUDENT DETAILS (PLEASE PRINT ALL DETAILS BELOW)			
Student's surname	Given names	Date of birth	Sex (M/F)
Student's age	Year level student enrolled in	Length of time enrolled at referring school	
Surname of parents/carers	Given names	Mr/Mrs/Ms	
Residential Address			Postcode
Postal Address (if different from residential address)			Postcode
Telephone - Home	Work (if convenient)	Mobile Phone No	
Are there any Family Court Orders regarding the day to day or long term care, welfare and development of the child? Please indicate (√) YES <input type="checkbox"/> NO <input type="checkbox"/>			
2. SCHOOL DETAILS			
Name of school		Name of Principal	
Telephone		Fax	
3. DETAILS OF REFERRAL			
This referral covers the period from _____ to _____			
Total number of school days to date of this referral	Total number of half-day absences to date	Total number of half-day unauthorised absences to date	
Summary of problem			
Please indicate (√) actions taken by school:			
Contacted parents or carers to discuss attendance issues		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Student conference to discuss solutions to attendance issues		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Parent/carer conference to discuss solutions to attendance issues		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Consultation with stakeholders, community groups or agencies		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Informal contact with school attendance officer to discuss solutions to attendance issues		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Comments			
Signature of school Principal			Date