

	Glengarry Primary School	Effective Date: 18/6/25
	<b>School Attendance Policy</b>	Review Due: 18/6/28

## Attendance Policy and Procedures

### Policy Statement

Every day that a student does not attend school can have a negative impact on their learning.

Glengarry Primary School works with the Department of Education to implement the *Student Attendance Policy* and *Student Attendance Procedures*.

It does this in a way that builds shared responsibility for student attendance between schools, students, parents and the broader community.

### Procedures

#### Attendance Records

Glengarry Primary School will:

- Keep accurate attendance records for every student enrolled at the school:
  - Morning attendance by 9:00am via Compass
  - Afternoon attendance by 1:00pm via Compass
  - Use approved lesson attendance codes
- Record whether a student's absence as authorised or unauthorized using the codes in Compass;
- Issue a leave pass to students under the age of 18 who has been granted permission to leave the school unaccompanied by a responsible adult; and
- Records a student as:
  - present for a half day when the student has attended at least two hours of instruction; and
  - present if they are on a school approved activity or attending offsite under a Section 24 Agreement.
- Students who are absent due to extended holidays will be mark as (K) – Unauthorised Vacation.

#### Retention of Records

Glengarry Primary School will:

- Retain records in accordance with the *School Education Regulations 2000* and the *Retention and Disposal Schedule for Department of Education, School, College, and Campus Records*; and
- Retain documentation of all contact and intervention strategies implemented in addressing a student's absence.

#### Student Absence

The Staff of Glengarry Primary School will:

- Complete electronic roll at 9:00am and 1:00pm.
- Contact parents whose children are marked as unexplained via SMS at 10:15am.
- Contact parents/caregivers to verify the reason for the absence. This may take the form of written, verbal or electronic acknowledgement;
- Inform the Associate Principal if the parent is not contactable or the student has not returned after a reasonable time;
- Adjust entries in Compass when parents or responsible people respond to letters sent and provide an explanation for absences;
- Refer the matter to the Associate Principal where the explanation for the absence is considered unreasonable;
- Refer the matter to the Associate Principal where there are reasonable explanations but regular nonattendance.

The Associate Principal:

- Run attendance reports each ten-week cycle;
- Send letters to parents requesting an explanation for unexplained absences;
- Make contact with parents if a student's attendance drops below 90% over a 10-week term to investigate the reasons for the student's absence, and plan improvement strategies; and
- Continue to monitor student attendance.

### **Persistent Student Non-Attendance**

If attendance does not improve, the Associate Principal or nominee will;

- Request parent attends a formal meeting to discuss concerns and plan for improvement;
- Develop and implement an attendance improvement plan; Family Support Plan

At the formal meeting the Associate Principal or nominee will;

- a) Reinforce the unacceptability of poor attendance;
- b) Outline obligatory requirement of school to address absences;
- c) Inform parent of their legal responsibilities to ensure attendance and make them aware of the latest research to the adverse effect of poor attendance;
- d) Seek to clarify any issues within the school or home that might be contributing to the student's nonattendance;
- e) Inform parent of support options available at the school and in the wider community and arrange a referral if necessary;
- f) Develop a plan for improvement in consultation with the parent.

If attendance is not successfully restored through actions taken as a result of consultation; the Associate Principal in consultation with the Principal will;

- Maintain a process to monitor and review engagement with any plan or agreement developed in the formal meeting.
- Document all intervention strategies used to address a student's absence, so that, should it become necessary to proceed prosecution, it can be clearly established that all reasonably practicable steps to restore attendance have been taken.

Where absence persists, the Associate Principal will offer the option of an Attendance Advisory Panel to the parent, the purpose of which is to provide advice and assistance to restore regular attendance.

### **Missing Student – Student Whose Whereabouts Are Unknown (SWU)**

If a student cannot be located within 15 days of the start of an absence, and their parent/s cannot be contacted, the Principal or nominee will:

- Complete an SWU Request form and email it to the Student Tracking Coordinator at: [student.tracking@education.wa.edu.au](mailto:student.tracking@education.wa.edu.au); and

Retain the student on the schools' current enrolment register until email notification is received from the Student Tracking Coordinator that the student has been placed on the SWU list.

## Authorised Lesson Attendance Codes

### Record student attendance on or off site

Use these codes to record when a student attends school or another approved site.

<b>/ - present</b>	The student is present at school. This is the default lesson attendance code.
<b>E - education activity</b>	The student is at an approved educational program off site. Includes excursions, work placement, gifted and talented programs and <a href="#">section 24 alternative attendance arrangements</a> . This is not classed as an absence. This is not used for students on the Participation List.
<b>M - medical or sick bay</b>	The student is at school in the medical or sick bay. This is not classed as an absence. This is not used for sick students who are not at school. Record absences where a student is not at school and is notified as sick with an N (notified as sick) code.
<b>W - withdrawn</b>	The student is withdrawn but is present at school. Includes when a student is in the office or a buddy class. This is not classed as an absence.
<b>L - late</b>	The student is late to school. The student is at school for more than two hours of continuous instruction when referring to the designated school's half-day time. This code is not classed as an absence. The L (late) code is an attending code, not an absence code. Record students who do not attend at least two hours of continuous instruction with another code, depending on the circumstances.
<b>R - reasonable cause</b>	The Associate Principal has deemed the student's reason for absence as acceptable. This does not include absences due to suspension, cultural reasons, illness or vacation.
<b>C - cultural absence</b>	The student is absent for cultural or religious reasons, for a time negotiated in advance. Includes funerals, sorry time and religious observances. Record absences after the agreed time with no acceptable reason with an X (unacceptable reason) code.
<b>N - notified as sick</b>	The student is absent due to illness. Associate Principal or Principal can request a medical certificate from parents.
<b>Z - suspended</b>	This code is automatically applied by the 'Behaviour Module' when the student is suspended in SIS Classic. This is an authorised absence. You do not need to record attendance during the suspension.
<b>NP – Not Present - cause not yet established</b>	The student is absent with no explanation provided. Includes when students don't return to school immediately following an approved absence. Teachers contact student's parents to establish a reason for the absence. Record this absence as the related code when the reason is provided. Principals <a href="#">report a student whose whereabouts are unknown</a> if they cannot contact or locate the student.
<b>K - unauthorised vacation</b>	The student is absent due to a vacation.
<b>X - unacceptable reason</b>	The student is absent. The Associate Principal or Principal decides the reason provided is unreasonable under section 25 of the <a href="#">School Education Act 1999</a> .

## **Staff Roles and Responsibilities**

### **Classroom Teachers**

- Record the roll on Compass at 9:00am and 1:00pm
- Ensure the roll is up to date and accurate;
- Accept students into class late with a late pass or redirect to office to collect a late pass;
- Follow up with persistent lateness (3 times in one week) by contacting parent/caregiver and working with them to resolve the issue. Inform Associate Principal by email;
- Refer ongoing lateness to Associate Principal;
- Work with Associate Principal, student, parent/caregivers to resolve the issue of lateness;
- Follow up absences through conversations with parents;
- Ensure explanations for absences are entered into Compass;
- Follow up unexplained absences with parents/caregiver within 3 days of student returning to school – this may require more than one follow up;
- Enter absent students into lesson attendance, in Compass as calls, emails, or messages that come through from families, add initials to any comment included.
- Discuss any concerns regarding absence explanation with Associate Principal.

### **Relief Teachers**

- Record roll using written copy, send to the office before 9:00am.

### **Office Staff**

- Create Roll
- Ensure that a current roll is available in relief teacher file for relief teacher to send to the office before 9:00am and at 1:00pm;
- Copy and paste parent responses to messages into Lesson Attendance in Compass;
- Process late students into Lesson Attendance in Compass;
- Process early leavers into Lesson Attendance in Compass;
- Set up Attendance at the beginning of the year;
- Process forced closures;
- Enter absent students into lesson attendance, in Compass as calls, emails, messages come through from families.

### **Associate Principal**

- Monitor student attendance using Compass and Student Attendance Reporting;
- Monitor student attendance data, analyse and make plans for improvement;
- Contact the parents/caregivers of any student suspected of being truant;
- Action student attendance improvement plans with support from teachers and office staff;
- Ensure all staff perform their attendance roles and responsibilities;
- Liaise with classroom teacher regarding student attendance;
- Send out reminders to parents regarding unexplained absences;
- Work with classroom teachers to try and resolve attendance concerns;
- Facilitate meetings with parents and classroom teacher to try and resolve any absence concerns;
- Construct and Attendance Advisory Panel;
- Refer ongoing absences to regional office.

## Attendance Flowchart

