Spencer Park Primary School Attendance Policy (including Bus Procedures) (2024)

RATIONALE
- Promote regular attendance.
- Prevent poor attendance.
- Respond to attendance concerns.

PROMOTING STUDENT ATTENDANCE
Spencer Park PS staff and school community will promote student attendance by
- Building positive relationships with students, parents and our community
- Communicating the importance of school attendance to our students, families and broader community
- Engaging in community-initiated approaches to strengthen attendance
- Providing a positive environment that engages and supports students to thrive
- Share the Every Day Counts flyer with the school community

MONITORING AND RESPONDING TO STUDENT ATTENDANCE
In order for students to access the full curriculum and have the best chance of success, the Department states *"there is no safe threshold for non-attendance, but more significant effects are likely to occur when students are absent for substantial periods."*

Reference: Everyday Matters 10-point plan to improve attendance, Page 3

The below categories defined by the department outline the level of risk.

90-100% Attendance is regarded as REGULAR
80-89% Attendance is regarded as At RISK
60-79% Attendance is regarded as at HIGH RISK
0-59% Attendance is regarded as at SEVERE RISK

90% attendance means students miss	80% attendance means students miss	60% attendance means students miss
- 1 day per fortnight - 1 week a term - 4 weeks a year - 1 whole year by the end of Y9	- 1 day a week - 2 weeks a term - 8 weeks a year - 1 whole year by the end of Y4 - 2 years by the end of Y8 - 3 years by the end of Y12	- 2 days a week - 4 weeks a term - 1 whole year by the end of Semester 1, Y3 - 2 years by the end of Y5 - 3 years by the end of Semester 1, Y8 - 4 years by the end of Y10

ABSENTEES
- Reasons for absences need to be recorded each day students are away. If students are away for multiple days for the same reason, teachers are required to copy and paste the comment into each absent day.
- Reasons can be written or verbal (verbal must be from a parent/guardian only)
- Each morning and afternoon, an SMS message is sent to families of absent children. If reasons are given to the office as to absences, they will enter onto SIS. Office staff monitor the SMS replies and update student attendance records.
- Keep all notes received from families explaining absences with the date received on each note and send to the office at the end of each Term for archiving.
- If a child is absent for more than two days and no written verbal response for the child's absence is given classroom teachers make contact with the family, if no response from family inform Deputy Principal.

ATTENDANCE PROCEDURES

- Classroom teachers record attendance daily on SIS by 9:00 am for the whole school day
- If a student leaves school during the school day this should be done through the front office where the child's attendance will be updated
- Classroom teachers record students on buses on bus register by 9:00 am (see bus procedures)
- Deputy Principal will generate fortnightly attendance records and will make contact with families if a student's attendance is below 90%
- Deputy Principal will generate unexplained absences letters 2-3 times per term to be sent home to families. Kindy teachers and AIEO's will receive a copy of the letter to discuss unexplained absences with families.

BUS PROCEDURES

- Each class has a list to complete each morning, before 9:00 a.m.
- Update lists when the roll is taken each morning before 9:00 a.m.
- Please write students first name and initial of last name
- Write Day and Date on bus list every day to ensure accurate records
- Display bus lists OUTSIDE where office staff do not need to interrupt your lesson
- If no students are on the bus write 'NONE' (this will ensure your lesson is not interrupted)
- If students arrive to school late office staff will aim to ask if they are on the bus in the afternoon; however, please ask late students if they are on the bus and let the office know (that way hopefully we have no confusion at the end of the day).

DOCUMENTED PLANS

- Once student attendance becomes in the High Risk category, a formal Attendance Plan is required. The purpose of the document is to develop attendance improvement strategies based on individual needs to increase attendance of student.
- Documented Plans are to be developed by Classroom Teachers in consultation with Admin, Parent/Carer/Family and other supports, for example, AIEO, CFPS, as required. They require short term goals that are reviewed frequently (at least three times per term).
- Once developed, classroom teachers should follow processes defined in the Documented Plan Policy (reviewed 2023).
- All correspondence, meetings, attempts to contact parents must be recorded on SIS activities.

POOR ATTENDANCE

- Deputy Principal in consultation with classroom teacher, school support staff, regional office and possibly outside agencies will formalise an attendance plan for students with persistent absences.
- This may include an attendance panel.
- Students with 15 consecutive days' absence with no reason and no contact from their family will be placed on Students Whose Whereabouts Are Not Known (SWU). This process will be completed by Deputy Principal.

PUNCTUALITY PROCEDURE

- If a student arrives at school after 9:00am they need to enter via the front office for a late note.
- Office staff will enter late arrivals on SIS.
- Student will give late note to classroom teacher, to be stored with all other attendance notes.

PERSISTENT LATE ARRIVAL

- Classroom teacher to discuss with student and notify Deputy or Principal if issue continues.

RECOGNISING GOOD ATTENDANCE

- Attendance' badges to be awarded once per term for students with 85% or higher attendance.
- Recognition of attendance improvements through letters home.
- Regular mention of attendance importance at assemblies, School Board, P&C, parent interviews, newsletter and case conferences when applicable.
- Connect school leadership positions (student councillors, active student citizens) with regular attendance.
- Attendance brochure created and provided to new families
- Weekly attendance award to class with best attendance including a class certificate and 50 Goldies to be shared amongst students.

- Advertise in the newsletter incentives being implemented and encourage parents to support students.

RELEVANT DEPARTMENT DOCUMENTS
- School Education Act 1999 (https://www.legislation.wa.gov.au/legislation/statutes.nsf/law_a1960.html)

AVAILABLE ON IKON
- Student Attendance in Public Schools Policy
- Every Day Matters 10-Point Plan to Improve Attendance

RELEVANT SCHOOL POLICY
- Students at Educational Risk Policy (2018)
- Documented Plan Policy (reviewed 2023)

REPORTING TO PARENTS
In addition to documented plans and communication from school all families receive student attendance data via:
- Interim reports (end of Term 1) - as a visual display

Regular: 90-100% Best chance of achieving potential
At Risk: 80-89% Lessened chance of achieving potential
At Moderate Risk: 60-79% Limited chance of achieving potential
At Severe Risk 0-59% Unlikely to reach potential
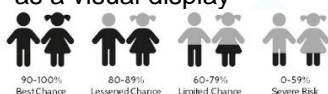
- Semester reports as half days absences and the percentage. Each semester shows the semester and the year total for both half days and percentage. A generic comment (below) indicating which attendance category the student is in and the effect of this on their capacity to succeed at school is also included. This is entered by admin.

90-100%

\<N>'s attendance provides \<o> the best chance of achieving \<p> potential.

\>>> Regular: 90-100% Best chance of achieving potential <<<
- At Risk: 80-89% Lessened chance of achieving potential
- At Moderate Risk: 60-79% Limited chance of achieving potential
- At Severe Risk 0-59% Unlikely to reach potential

Thank you for doing all you can to ensure \<N> is at school every day that \<t> is well.

80-89%

\<N>'s attendance shows that \<t> is at risk of not meeting \<p> potential.

- Regular: 90-100% Best chance of achieving potential
\>>> At Risk: 80-89% Lessened chance of achieving potential <<<
- At Moderate Risk: 60-79% Limited chance of achieving potential
- At Severe Risk 0-59% Unlikely to reach potential

In order to have the best chance of achieving \<p> potential, \<N> needs to attend school every day that \<t> is well.

60-79%

\<N>'s attendance shows that \<t> has a limited chance of achieving \<p> potential.

- Regular: 90-100% Best chance of achieving potential
- At Risk: 80-89% Lessened chance of achieving potential
\>>> At Moderate Risk: 60-79% Limited chance of achieving potential <<<
- At Severe Risk 0-59% Unlikely to reach potential

We look forward to your support next semester in ensuring \<N> attends school every day that \<t> is well.

0-59%

\<N>'s attendance places \<o> at risk of being unlikely to reach \<p> potential.
- Regular: 90-100% Best chance of achieving potential
- At Risk: 80-89% Lessened chance of achieving potential
- At Moderate Risk: 60-79% Limited chance of achieving potential
\>>> At Severe Risk 0-59% Unlikely to reach potential <<<

We look forward to your support next semester in ensuring \<N> attends school every day that \<t> is well.

TARGETS

- Increase Aboriginal student attendance rate to 78% or higher
- Increase regular attendance for to 55% or higher
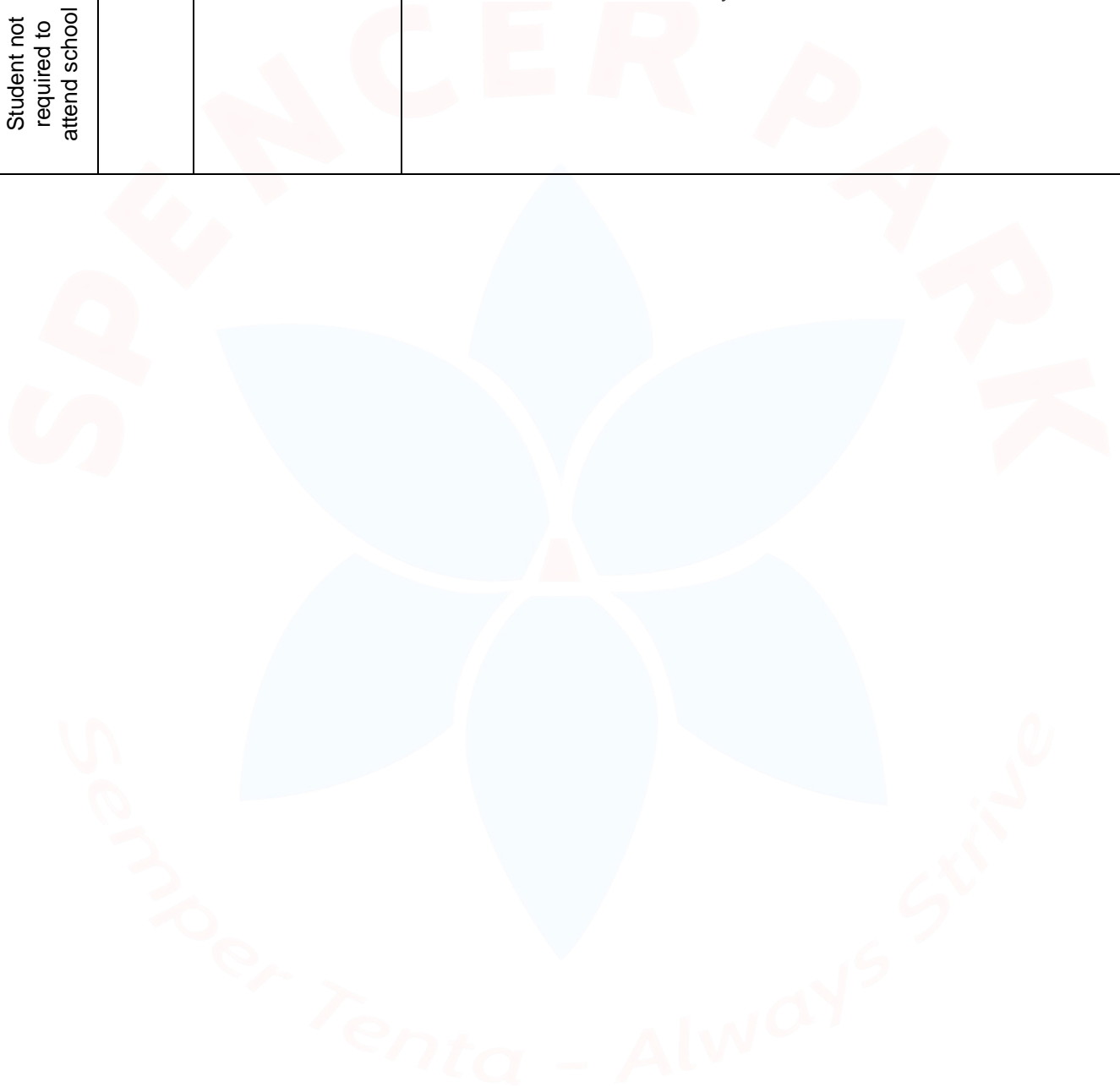- Decrease unauthorised attendance rate from 33.4% to less than 30%

SIS CODE EXPLANATIONS

Group	Code	Definition	Explanation
Student attendance on or off site	/	Present	• Student is present at school • This is the default lesson attendance code.
	E	Educational activity	• Student is at an approved educational program off site e.g. excursions, PEAC • This is not classed as an absence
	M	Medical / sick bay	• 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.
	W	Withdrawn	• 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.
Student late at school	L	Late	• To be used when a student is late to school but not late enough to be recorded as half day absence. • A student is absent is they have attended less than two full hours of continuous instruction • This code is not classed as an absence.
Student with authorised absence	R	Reasonable cause	• The principal has deemed the student's reason for absence as acceptable • This does not include absences due to suspension, cultural reasons, illness or vacation • A comment must be provided as to the reason
	C	Cultural	• 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.
	N	Notified as sick	• The student is absent due to illness • Principals can request a medical certificate from parents.
	V	Vacation	• The student is absent due to a vacation • Parents negotiate the absence in advance with principal • Principals decide there are reasonable grounds to approve the absence • Principals can request students complete a work package during the absence • Record absences after the agreed time with no acceptable reason with an X (unacceptable reason) code.
	Z	Suspended	• This code is automatically applied by the 'Behaviour Module' when the student is suspended in SIS Classic • Is an authorised absence • You do not need to record attendance during the suspension
Student with unauthorised absence	U	Absence (cause not established)	• The student is absent with no explanation provided • Includes when students don't return to school immediately following an approved absence • Principals contact student's parents to establish a reason for the absence • Record this absence as the related code when the reason is provided • Principals report a student whose whereabouts are unknown if they cannot contact or locate the student. • Further follow up is required to establish a reason for the absence and once obtained, the code should be changed accordingly.

Student with unauthorised absence (continued)	K	Unauthorised vacation	• The student is absent due to a non-approved vacation • Includes when students are on vacation longer than approved • Principals tell the student's parents of their decision not to approve the vacation.
	X	Unacceptable reason	• The student is absent • The principal decides the reason provided is unreasonable under section 25 of the School Education Act 1999.
	T	Truant	• The student is absent • An investigation has revealed the student truanted • Includes when a teacher or parent sees the student leaving school without permission.
Student not required to attend school	Y	School Closure	• School closed as directed by DoE

ATTENDANCE PLAN

Regular Attendance >90%	At Risk 80% - 89%	High Risk 60%-79%	Severe Risk 0-59%
Inform parents of the importance of regular attendance	Teaching staff Request reasons for absences	Classroom Teacher to include Attendance on Documented Plan	Principal to authorise starting SWU
Teaching staff enter student attendance on SIS by 9:00 am	Admin to contact family	Admin to contact family to discuss documented plan	Principal to meet with family to review plan
School Officers monitor SMS to follow up student absences	Admin sends regular written (two- three weekly) communication to follow up absences	AIEO's support follow up with Aboriginal students	AIEO's support follow up with Aboriginal students
Teaching staff to contact family after 2 consecutive absences	AIEO's support follow up with Aboriginal students		
Use Attendance Toolkit and other DoE attendance resources as available			

Spencer Park Primary School
MONITORING STUDENT ATTENDANCE

Classroom teacher updates student attendance daily. Morning roll entered on SIS by 9:00 am.

Classroom teacher/Student records students going home on a bus on bus list by 9:00 am (write none if no one on). Display bus list outside classroom

Office staff enter student absences onto SIS as received by phone, email or SMS

Office staff will update bus list if message if received by phone or through the office

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Classroom teacher makes contact by phone or email for a child that has had 2 consecutive days absence.

If no response inform Deputy Principal

Deputy Principal prints fortnightly % records to identify students below 85% as well as unauthorised absences letters to families.

Deputy Principal to make contact with parent to discuss attendance concerns

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ATTENDANCE IMPROVES

Attendance does not improve over a 2 week period

Deputy Principal to discuss with Principal to tailor an Individual Attendance Improvement Plan.

Formulating the plan will involve input from classroom teachers, parents, school support staff and may involve regional office and outside agencies.

90-100%	**Regular**
80 – 89%	**Risk**
60 – 79%	**High Risk**
0 – 59%	**Severe Risk**

Where absence persists, the Principal considers Attendance Panel.

When a student cannot be located within 15 days of the start of absence and parent/families cannot be contacted, the DP applies for SWU request.