

**Attendance Policy - Amended August 2017**



<b>Rationale</b>		
TO MONITOR AND MANAGE STUDENT ATTENDANCE IN ORDER TO MAXIMISE THE OPPORTUNITIES OF ALL STUDENTS TO LEARN		
<b>School community beliefs about the importance of attending school</b>		
<ul style="list-style-type: none"> <li>• Is committed to promoting the key message of “It’s not OK to stay away”</li> <li>• Believes all children should be enrolled at school and attend school all day, every school day</li> <li>• Monitors, communicates and implements strategies to improve regular school attendance</li> <li>• Believes truanting can place a student in unsafe situations and impact on their future employability and life choices</li> <li>• Believes attendance at school is the responsibility of everyone in the community</li> </ul>		
<b>Targets</b>		
We are committed to achieving the following targets in improving attendance:		
<ul style="list-style-type: none"> <li>• Decrease the number of students in the Severe attendance category (0% – 60%) from 30.6% to 25% by end 2018</li> <li>• Increase the number of students in the Regular attendance category (&gt;90%) from 26% to 30% by end 2018</li> <li>• Achieve positive movement in the Moderate and Indicated categories (60% – 90%) by end 2018</li> </ul>		
<b>Responsibilities</b>		
<b>Student Responsibilities</b>		
<ul style="list-style-type: none"> <li>• Attend school at all times when the school is open for instruction</li> <li>• Arrive on time to school at the beginning of the day and after breaks</li> <li>• Remain on the school premises during school times unless they have the permission to leave from both the school and their parents/carers</li> <li>• Aim to meet set attendance targets</li> </ul>		
<b>Parent Responsibilities</b>		
<ul style="list-style-type: none"> <li>• Ensure that their child attends school at all times when the school is open for instruction (see School Education Act, 1999)</li> <li>• Promote and provide organisational support to their child for full attendance and participation at school on all designated school days</li> <li>• Ensure their children are appropriately fed and dressed for full attendance and participation at school on all designated school days</li> <li>• Ensure their child is on time for school each day – before 8:10am</li> <li>• Notify the school of their child’s absence as soon as possible after the first day of the child’s absence</li> <li>• Notify the school in advance if an absence of any period is planned</li> <li>• Work cooperatively and collaboratively with the school to develop and implement improvement strategies when attendance has been inconsistent due to reasons deemed unsatisfactory by the school</li> <li>• Work cooperatively with the school in supporting the child to return to school and reintegrate after prolonged absence</li> <li>• Ensure that contact details for the children are correct and up to date</li> </ul>		
<b>Community Responsibilities</b>		
<ul style="list-style-type: none"> <li>• Local businesses support by not serving or transporting students during school hours, without a Department of Education Department Authorised Leave Pass</li> <li>• Student access to community facilities will not be permitted during school hours as negotiated with local shire</li> <li>• Report truancy by phoning the school</li> </ul>		
<b>TIER</b>	<b>PROCEDURES</b>	<b>COHORT</b>

<b>1</b> <b>Teacher</b>	<ul style="list-style-type: none"> <li>Promote student attendance through clear statements of expectations and procedures</li> <li>Daily SIS Attendance entries completed by 9.15am with accompanying notes and reasons for absence</li> <li>Sending of students to Administration for late note if arrival after 8.15am</li> <li>Contact parents to discuss positive work and attendance</li> <li>Clear and transparent communication with parents regarding individual targets and progress towards these</li> </ul>	Tier 1 processes apply to all students across all year levels
<b>Admin</b>	<ul style="list-style-type: none"> <li>Daily SMS messaging system for all unexplained absences</li> <li>Ensure the prompt processing of student transfers by immediately contacting the student's transferring school upon the student's enrolment at their new school</li> <li>Monitor and analyse school attendance records regularly</li> <li>Monitor and follow up all individual cases of student absences promptly</li> <li>Administration to send notes home fortnightly requesting explanations of absences</li> </ul>	
<b>2</b> <b>Teacher</b>	<ul style="list-style-type: none"> <li>If a student is absent for 2 or more days in a week, without explanation, the teacher will phone parents or carers by Wednesday of the following week to ascertain reasons for absence. All contact and attempted contact are to be entered into SIS. If contact is not successful after multiple attempts teacher is to E-mail Deputy Principal with attendance concerns to be followed up by Admin</li> <li>Development of Individual Attendance Plans (IAP)</li> </ul>	Tier 2 processes apply to students and families who require additional support with attendance beyond Tier 1 processes This applies to students with attendance rates between 60 and 90%
<b>Admin</b>	<ul style="list-style-type: none"> <li>A member of Administration to conduct home visits to discuss absences with the caregivers and determine the reasons for absence if Teacher phone contact is not successful</li> <li>Consult with Pilbara Education Regional Office (PERO) and external agencies where reasons for absence have not been identified or additional support is required</li> </ul>	
<b>3</b> <b>Teacher</b>	<ul style="list-style-type: none"> <li>Updating SIS as advised by admin</li> <li>Review admin SIS updates</li> </ul>	Tier 3 processes apply to students and families who require intensive support with attendance beyond Tier 1 and 2 processes This applies to students with attendance rates below 60%
<b>Admin</b>	<ul style="list-style-type: none"> <li>Referral to outside agencies where appropriate</li> <li>If all attempts to locate an absent student have failed for a total of 10 consecutive days then the Principal/Registrar is to report the student to the department as a child whose whereabouts is unknown</li> <li>If no improvement in attendance is seen for Year 11 and 12 students then they will be referred to the Participation Officer at the Pilbara District Education Office</li> </ul>	

<b>TIER</b>	<b>STRATEGIES</b>	<b>COHORT</b>
<b>1</b>	<ul style="list-style-type: none"> <li>Development of positive relationships with all students and families through the development of positive, safe and welcoming learning environments</li> <li>Provision of relevant, engaging curriculum</li> <li>Emergency lunch / breakfast program – To be provided to students in need</li> <li>Attendance Games – Weekly games for all students with 100% attendance, including reasonable absences for the week with prizes</li> <li>No School / No Pool – All students receive a wrist band for attendance at school for that day and this will then allow them entry to the pool between the hours of 2.15pm – 6.00pm</li> <li>Annual School Ball – All students meeting attendance requirements will be invited</li> <li>Attendance Camp – All students meeting attendance requirements will be invited</li> <li>Maintain agreements with local business and shire regarding non service and admission to facilities during school hours</li> <li>Promote attendance through a variety of communication platforms</li> </ul>	Tier 1 strategies apply to all students across all year levels
<b>2</b>	<ul style="list-style-type: none"> <li>Home Visits – Conducted by badged attendance officers to encourage, support and problem solve attendance concerns</li> <li>Individual Attendance Plans</li> <li>Access to the School Ball, camps and other events dependant on reaching targets</li> <li>Utilise "Section 24" agreements with other schools where appropriate</li> <li>Workplace learning and work readiness programs employed</li> <li>Development of partnerships with external agencies to improve attendance and engagement</li> <li>Merit Certificates for improved attendance</li> </ul>	Tier 2 strategies apply to students and families who require additional support with attendance beyond Tier 1 strategies This applies to students with attendance rates between 60 and 90%
<b>3</b>	<ul style="list-style-type: none"> <li>Specialised programs – Designed and adapted to suit student needs (e.g. Training and Development)</li> <li>Notice of Arrangement (NOA) completed for students with alternative education or employment opportunities</li> <li>Case conferencing with external agencies where required</li> </ul>	Tier 3 strategies apply to students and families who require intensive support with attendance beyond Tier 1 and 2 strategies This applies to students with attendance rates below 60%