



# Floreat Park Primary School

An Independent Public School  
*Attendance Policy*



<b>Ratified by</b>	<b>Date</b>
<b>School Board</b>	<b>June 2019</b>
<b>Review Date</b>	<b>2020</b>



## BACKGROUND

Where a student is enrolled in a public school, the *School Education Act 1999* requires that the student attends the school on site or an educational program of the school elsewhere as directed by the principal.

The principal is responsible for creating and maintaining a safe and positive learning environment, which promotes engagement and participation. Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes. Schools that develop a supportive learning environment and an engaging and relevant curriculum create conditions conducive to regular school attendance.

## POLICY

Floreat Park Primary School monitors the attendance of all students, identifies students with attendance issues and implements appropriate measures to restore regular attendance. The school takes into account the needs of the students and reflects on the context of the community. This school rewards consistent attendance and is proactive where attendance falls below expectations. *One day off a week over the course of a year means that your child will miss a term of learning'*. School communication channels will be used to publish reminders of the importance of punctual arrival and regular attendance.

At all times the school will be mindful of cultural, religious, medical and other reasons for student absence.

## PROCESS

Attendance is monitored through the software application provided by the Department, Integris. Classroom teachers monitor student attendance and follow up informally through a note in the student diary, email, personal contact, etc.

1. Rolls to be marked in Integris as soon as is practicable bearing in mind:
  - a. A student is present for each half day where they have attended at least **2 HOURS** of either the morning or afternoon session. After that they are deemed absent and marked accordingly.
  - b. When notified, office staff will enter absences in Integris.
  - c. Teachers should notify the office of students not at school 9.10 am. The office will contact parents to confirm their child's absence.
  - d. Children who arrive at school after 9:00am are to report to the office to receive a late note. All late absences are to be recorded in Integris.



2. Deputy Principal (DP) will check attendance records regularly for consistent late attendance, unexplained absence or excessive absence.

### **Unexplained Absences**

The office will generate the standard (Integris) follow up letter where appropriate. These are placed in teacher pigeon holes to be sent home. Upon return of the letter, signed by the parent/guardian, appropriate action will be taken by the DP.

### **Vacation Absence during School Term**

A regular attendance ensures students have access to the full curriculum. Absences due to family vacations during the school term are strongly discouraged. The school is not responsible for providing work for students if parents take them out of school on vacation. It is suggested that students keep a diary of their activities and read regularly. Parents wishing to take their children on vacation during the school term should approach the principal for authorisation.

### **Excessive Absence**

Students' absences will be monitored by the DP. Early intervention is vital to success.

1. Student absences will be identified and listed by the Integris software. The list is scrutinised to identify those students who are absent for medical, cultural or other reasons where a formal follow process may not be appropriate.
  - a. Depending on the above, the DP will normally follow up students whose attendance has fallen below 90%, recognizing that attendance below 90% represents a student who may be "At-Risk"
  - b. The DP will then decide the most appropriate person and process to follow up the absences. In most cases the DP will initiate parental contact, although other members of the Student Services Team (School Psychologist, Chaplain) may be appropriate.
2. Follow up may occur via formal letter or documented phone call as appropriate. Contact should be made as soon as possible to enable the school to support improved attendance. The school will develop an appropriate documented plan for students who regularly fall below attendance targets.



3. A record of these records and contacts will be maintained in accordance with School Education Records 2000 policy.

### **Leaving the school during instructional hours**

Should parents/carers need to take their children offsite (medical appointments etc.) a note should be completed at reception, signed by an authorized person and the duplicate yellow slip given to the class teacher when retrieving the child. For security reasons, the teacher will only release the child upon receipt of the yellow slip.

**Ref:** <http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/students-attendance>