Floreat Park Primary School | *An Independent Public School*

Attendance Policy

Ratified by	**Date**
School Board	**November 2025**
Review Date	**November 2028**

Background
Regular attendance at school is essential for every child's social, emotional and academic progress. Research clearly shows that consistent attendance builds stronger wellbeing, relationships, engagement, and future success. The School Education Act 1999 requires that children of compulsory school age attend school every day that instruction is provided unless there is a reasonable cause for absence.

Floreat Park Primary School monitors the attendance of all students, identifies students at risk, and implements proactive measures to support and restore regular attendance.

Policy Statement

- Floreat Park Primary School will:
- Promote the importance of regular attendance to students, parents, and the wider community.
- Accurately record and monitor attendance, in line with Department of Education requirements.
- Implement strategies to address attendance issues early, using a case management approach where needed.
- Ensure families are supported to engage with school if their child is at educational risk due to poor attendance.
- Encourage punctuality and ensure students sign in and out through the front office if arriving late or leaving early.
- Use Compass as the sole platform for recording absences, late arrivals, early departures and communication about attendance.

Procedures

1. Recording Attendance

- Classroom teachers are required to mark the roll twice daily in Compass:
  - Morning: by 9.30am
  - Afternoon: by 1.30pm
- Students are considered present if they attend at least two continuous hours in a session.

2. Notification of Absences

- Parents/caregivers must record all student absences in Compass, stating the reason for absence.
- If no absence is recorded in Compass by 10.00am, an automated notification will be sent to parents.
- Unresolved absences will trigger Compass follow-up letters at the end of each term. Leadership will follow up where responses are not received.

3. Late Arrivals and Early Departures

- Students arriving after 8.50am, or leaving during school hours, must be signed in/out at the Front Office using Compass.
- Parents/carers must provide the reason for lateness or early departure when signing in/out.
- Teachers will only release a student from class upon receipt of an electronic Compass slip from the office.

4. Extended Absences and Holidays

- Absences for holidays during term time are strongly discouraged and considered unauthorised in most circumstances.
- Parents should email the Principal to discuss the leave. The principal will decide the correct code to be entered into Compass.
- The school does not provide work packages for students on holiday leave; however, families are encouraged to support reading and journalling during extended absences.

5. Tutoring During School Hours

- Tutoring during school hours is strongly discouraged as it results in students missing curriculum delivery.
- Parents/carers considering tutoring should consult with their child's teacher to address learning concerns and plan appropriate support.
- If tutoring during school hours is unavoidable, parents/carers must check the timetable with the class teacher to minimise disruption.
- If a student is absent from class for 2 hours or more during the morning or afternoon session for tutoring, this will be recorded as a half-day absence in Compass.

6. Students at Educational Risk

- The Department of Education sets the benchmark for attendance at 90%.
- Students attending less than 90% are considered at risk; students below 80% are deemed at high risk.
- The Deputy Principal monitors attendance records weekly and will:
  - Contact families to discuss concerns.
  - Implement an Attendance Plan where necessary.
  - Engage Student Services (School Psychologist, Chaplain) if required.

Roles and Responsibilities

Principal

- Ensure compliance with the Department of Education's Student Attendance in Public Schools Policy and Procedures.
- Approve extended absences or in-term holidays.
- Oversee the development of whole-school strategies to promote attendance.

Deputy Principal

- Monitor attendance data, identify trends, and manage case conferences for at-risk students.
- Provide regular attendance reports to staff and parents.
- Oversee the implementation of Individual Attendance Plans.

Teachers

- Mark the roll in Compass twice daily (before 9.30am and 1.30pm).
- Monitor and follow up student absences and lateness.
- Communicate concerns with parents and refer persistent issues to the Deputy Principal.
- Initiate Individual Attendance Plans for students below 80% in consultation with the Deputy Principal.

Parents/Carers

- Ensure their child attends school every day, on time.
- Record absences, late arrivals and early departures in Compass.
- Respond to Compass letters or follow-up communication regarding unexplained absences.
- Collaborate on Attendance Plans if required.

Students

- Attend school punctually and consistently.
- Sign in/out via the office when arriving late or leaving early.

Appendix A: Attendance Monitoring Flowchart

- Step 1: Teacher marks roll in Compass (9.30am & 1.30pm).
- Step 2: Compass auto-notification sent to parents of unexplained absences at 10.00am.
- Step 3: Teacher follows up daily unexplained absences with parent contact.
- Step 4: Office generates Compass letters for any unresolved unexplained absences at the end of each term.
- Step 5: Deputy Principal reviews attendance below 90%.
  - If attendance 80–90% → monitoring and parent contact.
  - If attendance <80% → Individual Attendance Plan developed.
- Step 6: Case conference held with family if absences persist.
- Step 7: Referral to external agencies if required.

References

- Department of Education WA – Student Attendance in Public Schools Policy and Procedures