

ATTENDANCE GUIDELINES

WINTERFOLD PRIMARY SCHOOL



Ratified by:	Professional Learning provided	Date reviewed	Next Review
Executive Leadership Team	N/A	26 May 2023 26 Nov 2024	
Staff		2024 2025	
School Community			
School Board			
Review Date			2026



Policy Statement DoE

- Every day that a student does not attend school can have a negative impact on their learning.
- The Department of Education monitors student attendance and works with other agencies and service providers to maximise student engagement with learning.
- It does this in a way that builds shared responsibility for student attendance between schools, students, parents and the broader community.

Winterfold PS Rationale

The Department of Education is committed to providing a safe and supportive environment for every student. Every day that a student does not attend school can have a negative impact on their learning. Regular attendance at school is fundamental to student learning, academically, socially and emotionally. At Winterfold Primary School we are committed to working together with families to ensure the best possible educational outcomes for all children. Promoting regular attendance and liaising with external service providers to maximise student engagement and learning opportunities is embedded in our daily practice. Our school will follow clear processes to monitor, record and follow up on student attendance. We follow a case management approach to support 'severe' student attendance concerns and consider the individual needs of families.

Staff at Winterfold PS believe:

- Attendance is the shared responsibility of everyone in the community.
- Students should be enrolled in school and attend every day they are able, to maximise student learning opportunities.
- Regular attendance builds relationships and confidence.
- We believe that parents supporting regular attendance are showing that they value education, and this will transfer to their children.
- Regularly arriving late has a negative impact on student learning.
- Encouraging regular attendance through whole school, class and individual incentives promotes regular attendance.

Parents at Winterfold PS believe:

- Attendance is the responsibility of the family with support from the school when required.
- Children should attend school every day they are able to.
- Communication between home and school is important in reducing attendance issues.
- Being on time to school helps children in both their friendships and learning.
- A smooth transition between home and school in the morning helps children have a good start to the day.

Students at Winterfold PS believe:

- You have to go to school to get a good education.
- If you have too many days off, you can fall behind in your learning.
- You make lots of friends at school, which is very important.
- If you go to school, you will have a good life.

Targets

- Increase percentage of students with regular attendance to meet Department of Education minimum standard rate of 90%.
- Decrease the percentage of students who are categorised as "at risk" across each year level.

- Reduce the percentage of students with unexplained absences across each year level.
- Reduce the “severe” (<60%) attendance rate of Aboriginal students across all year levels.

Responsibilities

Students

- If you are walking to school, you should be on time each day.
- You need to come to school to learn.
- Come to school with a positive attitude and open mindset ready to learn.
- Be organised and make sure that you take things you need to school like your lunch, pencil case and water bottle each day.
- If you are late you will need to get a Late Note from the front office and give it to your teacher.
- If you are not well, you should let your family know and stay home from school, so you don't spread any germs to other students.

Parents

- Ensure children attend school unless there is a valid reason for them to be away.
- Communicate with the school barriers hindering regular attendance.
- Provide organisational routines at home to help maintain regular attendance.
- Notify the school within 3 days with a valid reason by phone, note, email or SMS when their child is away.
- Gain approval from the principal if taking a family vacation during school term.

Teachers

- Complete attendance roll twice daily (by 9am and 1.30pm).
- Maintain accurate attendance records by adjusting records on Integris when provided with an explanation for an absence.
- Follow up on unexplained absences, including with printed letters from Integris when appropriate.
- Implement Attendance Plans for Students at Educational Risk (under 80% attendance) using a Case Management approach.
- Use a Case Management approach to support regular attendance for students at educational risk by working in partnership with families and SaER Deputy to identify and address factors impacting on student engagement and attendance.
- Promote attendance rewards and incentives implemented at WPS.
- Include an attendance comment in Reporting to Parents for students with attendance below 90%.
- Consult with Administration staff for students who have missed more than 4 consecutive days with no notification or have attendance concerns for a student.
- Retain all documentation for archiving at the end of the year.



Administration

- Implement the Attendance Policy.
- Support staff in the implementation of Attendance Plans for Students at Educational Risk using a case management approach.
- SMS will be sent home twice a day to notify parents of student absence.
- Conduct home visits to support family engagement and attendance.
- Support staff in consulting with families when a student has been absent for more than 4 consecutive days with no notification.
- Manage late arrivals through the front office with a Late Slip.
- Issue parents/guardians, who have been granted permission to leave the school with their children during school hours with a sign out slip and record on Integris.
- Monitor and analyse attendance data regularly.
- Allocate funding through budget submissions and grants for raffle prizes.

Promoting regular student attendance

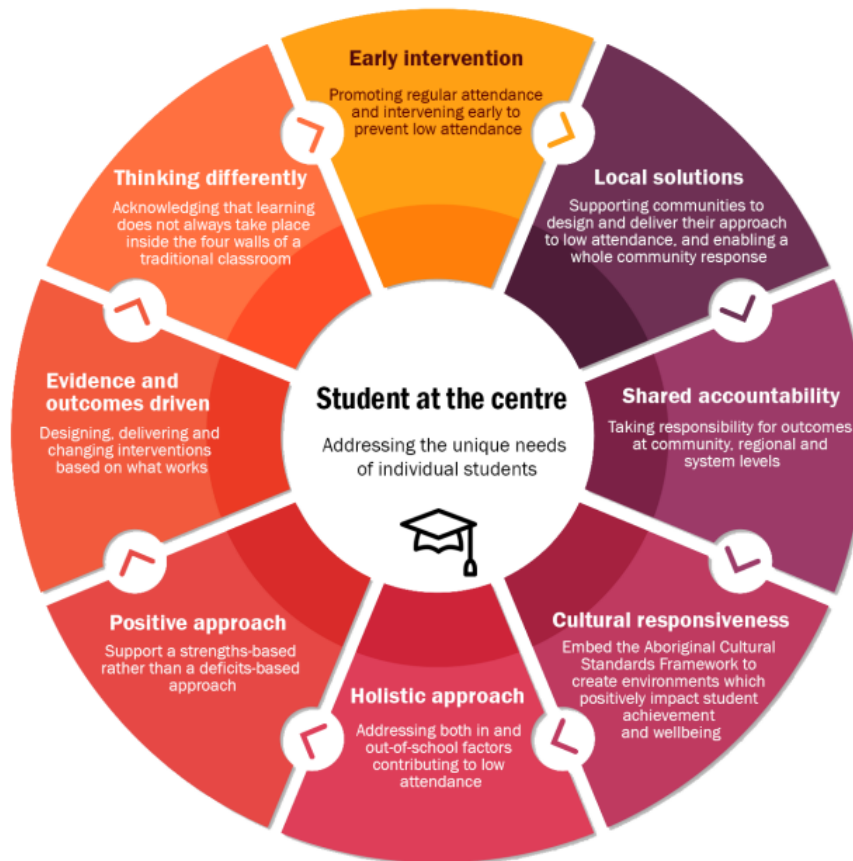
Regular and improved attendance will be recognised and rewarded by:

- Daily raffle tickets for attendance.
- End of term raffle draws including bikes, tablets, food hampers or vouchers for local business such as restaurants, cinemas and entertainment/tourist venues.
- Regular attendance messages are communicated to parents in the school newsletter.

Procedures for following up persistent absences

When following up persistent absences, a case management approach will be followed. The exact process will be determined by individual circumstances and the needs of the family and student. Steps to be followed may include, but not be limited to:

- A meeting with the family either at school or by home visit to determine their individual needs.
- Communicating school and department policy with families and determine appropriate improvement strategies.
- An Attendance Plan being implemented which clearly outlines, improvement strategies, targets, monitoring and review. Including.
 - Attendance rewards or incentives
 - Support group for family and/or student.
- Liaising with Regional Office Engagement Team and other external community agencies where required.
- In exceptional circumstances the principal may enter into an Alternative Attendance Arrangement under Section 24.
- Where required, follow Department procedures to place a student on the Student Whereabouts Unknown (SWU) list.



Review

Maintaining up to date policy and procedures is important.

We will:

- Review and consult with staff and families to update or amend the WPS Attendance Policy.
- Formally review the policy every two to three years. The revised document will be made available for parents and staff for comment; the final revised version will be shared with the School Board.

WINTERFOLD PRIMARY SCHOOL



Winterfold Primary School
Independent Public School

STUDENTS TAKING IN-TERM HOLIDAYS

The Department of Education prioritises regular student attendance and highlights the link between regular attendance and successful outcomes. There is no 'safe' threshold for non-attendance, but more significant effects are likely to occur when students are absent for substantial periods.

At Winterfold we strongly encourage families **not** to take holidays during school time as many concepts (such as literacy and numeracy) are taught in a sequence. Missing school means missing out on learning – which can often make it difficult to catch up later. This is particularly important in the early years when essential foundation skills are being taught.

Going to school every day helps children learn the important life skill of 'showing up' – at school, at work, to sport and other commitments.

Research from the Western Australian Telethon Kids Institute shows that every day at school counts towards a student's learning. Students who attend more, generally do better at school and in life.

The *School Education Act 1999* does not allow principals to give permission for families to take holidays during the school term unless there are extenuating circumstances. As students are required to attend school every day, time off for holidays is recorded as an absence.

Please complete the attached outlining the reasons for taking in-term holidays and return to the school. Thank you

Student Names and Classes:

Holiday Dates: From ____/____/20__ Return to school ____/____/20__

Reason: _____

Signed _____ Date _____

Office Use Only

☐ The absence is **authorised** and is recorded as a 'V'

☐ The absence is **not authorised** and recorded as a 'K'

Principal _____

Date ____/____/20