



STUDENT ATTENDANCE & ENGAGEMENT

INFORMATION FOR PARENTS & CARERS

WWW.LOCKRIDGEPS.WA.EDU.AU

Rationale:

Regular attendance at school is a critical factor in the success of all children in Western Australia.

Lockridge Primary School is committed to ensuring students are provided with a positive, respectful and safe learning environment, where they are able to reach their own high standards. It is well known that educational success is linked to positive attendance, with students supported to maintain regular attendance in order to build positive educational habits and reach their academic, social and physical potential.

The school has procedures in place to support families to ensure children attend school, as well as to follow-up all absences, including for students in Kindergarten as once enrolled attendance at school is expected. Whilst it is understood that illness, personal or family business and unexpected matters may impact attendance at times, parents and carers are legally responsible to ensure their child/ren participate in schooling, with Lockridge PS ready to work in partnership with families to help students succeed.

Guidelines:

In accordance with the Department of Education's Attendance Procedures, the Principal will:

- Maintain accurate attendance records;
- Respond to Department of Education requests for reporting and disclosure of attendance data;
- Address student absence;
- Develop plans for students with persistent absence and;
- Retain all relevant documentation.

Attendance Categories:

Category	% Range	Likely Outcomes
Regular	100 - 90%	Best chance of achieving potential
Indicated at Risk	89 - 80%	Decreased chance of achieving potential
Moderate at Risk	79 - 60%	Limited chance to reach potential
Severe at Risk	59 - 0%	Unlikely to reach potential

School Procedures:

Daily Attendance Monitoring

- Student attendance is to be recorded by class teachers by 9:30am each day and updated when necessary throughout.
- The school will send out messages via SMS to prompt parents/carers to provide reasons for their child's absence by 10:00am each day.
- Relief teachers will be given a printed attendance sheet or be contacted by the office to communicate students attendance, for the school officer to input.

Absence Communication by Parents/Carers

- Parents/Caregivers are required to advise the classroom teacher or school as to the reasons for an absence as soon as practical. This can be written, return SMS or verbal.
- For prolonged absences that are due to sickness or injury, the school will require a medical certificate.
- Either the classroom teachers or school officer will enter the reason (either verbal or written) for the absence. This must be entered into SIS Lesson Attendance for the absent days using the 'Add Note' feature. This will include staff member initials and the date.

Late Students

- Students arriving at school after 8:50am are to collect a green late slip from the office. This is to be passed to the class teacher to permit entry in to class, with office staff updating SIS.

Students Leaving Early

- Parents/Caregivers wishing to collect their children early are to visit the front office to complete the necessary sign-out documentation.
- Office staff will contact the classroom teacher, with the student directed or accompanied (depending on age) to the front office to meet with their parent/carer.
- Parents/carers are not permitted to visit the classroom to collect students.

Illness/Health Conditions

Where a student has an illness and/or health care needs which may impact on their ability to attend the usual school site, the Principal (or delegate) will:

- Inform the parent/Carer of the student's right to an educational program and actively engage the parent/carer and the student in negotiating access to a relevant program.
- Should the situation require, follow the procedures described in School of Special Educational Needs: Medical and Mental Health (SEEN:MMH).

Vacation Leave

Due to the requirement of school aged children to attend school, families are discouraged from taking holidays during school terms.

- It is the responsibility of parents to ensure they have sought permission from the Principal for their family holiday.
- Although in most instances this will be approved by the Principal and communicated to the Department of Education, it is school policy to not provide work for students to complete during their family holidays, as this sends the message that the school condones such absences. We do however recommend that students continue with their reading and keep a journal.

Student Whereabouts Unknown

A student is regarded as missing when they cannot be located, their parent/s cannot be contacted and the school has not received a transfer note.

- Schools are to report students who are missing within 15 days of their last date of attendance, after taking all reasonable steps to contact the family.

Formal Communication with Families

A range of formal letters are utilised to support and improve student attendance where the following Attendance Intervention Phases dictate. They encompass:

- Letter A - Explained absences offer of support
- Letter B - Explained/unexplained absences requiring more information
- Letter C - Two week attendance monitoring period
- Letter D - Individual Attendance Plan meeting
- Letter L - Lateness concern

School Tracking

After each parent/carer contact (or attempted), document records are to be entered into SIS, through the Activities Tab in each student profile. Please refer to Appendix 6 for guidelines.

ATTENDANCE INTERVENTION PHASES

Phase 1 Intervention - Identified Attendance Issue - Teacher Contact

Each fortnight (even weeks - Monday), an *Attendance Analysis of Students* report will be provided to teachers to review. Where a teacher identifies student attendance below 79% due to unexplained absences or a pattern of recent poor attendance (even if explained), they are to initiate Phase 1 Intervention by making contact with the Parents/Carers to ascertain a reason for absence and to offer support.

Should the teacher not be able to make contact with the Parent/Carer, or the student continues to be absent, the teacher is to refer the student to the Leadership Team for Phase 2 Intervention via email by Wednesday lunch time. The teacher will document contact or attempts in SIS and continue to monitor attendance.

Phase 2 Intervention - Continued Attendance Issues - Contact or Home Visit

The Leadership Team (DP/SAER Coordinator/AIEO) will review teacher referrals and *Attendance Analysis of Students* report fortnightly, before developing a list of students to support via Phase 2 Intervention. The Leadership Team will contact the Parent/Carer, or make a **home visit** to offer support.

The Leadership Team will document contact in SIS, inform classroom teacher and continue to monitor attendance.

Phase 3 Intervention - Escalation of Support for Attendance Issues - Home Visit + Letter A or B

The Leadership Team (DP/SAER Coordinator/AIEO) will review teacher referrals and *Attendance Analysis of Students* report fortnightly, before developing a list of students to support via Phase 3 Intervention. The Leadership Team will make a home visit and issue either Attendance **Letter A or B** to improve attendance.

The Leadership Team will document contact in SIS, inform classroom teacher and continue to monitor attendance.

Phase 4 Intervention - No Significant Improvement in Attendance - Two Week Monitoring Period

The Leadership Team (P/DP/SAER Coordinator/AIEO) will review teacher referrals and *Attendance Analysis of Students*, before developing a list of students to target for Phase 4 intervention. The Leadership Team will make a home visit and issue Attendance **Letter C** and highlight to parents the monitoring of attendance over the next two weeks.

The Leadership Team will document contact in SIS, inform classroom teacher and continue to monitor attendance.

Phase 5 Intervention - No Improvement in Attendance Post Monitoring - IAP Meeting

The Leadership Team (P/DP/SAER Coordinator/AIEO) will review teacher referrals and *Attendance Analysis of Students*, before developing a list of students to target for Phase 5 Intervention. The Leadership Team will make a home visit and issue Attendance **Letter D** to inform parents of a meeting to establish an **Individual Attendance Plan (IAP)**. This will include the class teacher/s and members of the Leadership Team.

The Leadership Team will document the meeting in SIS and support the teachers and parent/carer in developing the IAP.

Phase 6 Intervention - No Improvement Post IAP Meeting or Non-engagement of Parent/carer - Consult with the School Engagement Team and Offer Attendance Panel

The Leadership Team (P/DP/SAER Coordinator/AIEO) will either offer an Attendance Panel or consult with the DoE School Engagement Team or, if the Principal has established that all practicable steps to restore attendance have been taken, they request that the Director General of Education issue a certificate pursuant to Section 42(2). The matter is referred to the Department of Education's Legal Services for consideration of prosecution.