

WARRINGA PARK SCHOOL

ATTENDANCE POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact School Administration.

PURPOSE

The purpose of this policy is to

- ensure all children of compulsory school age are enrolled in a registered school and attend school every day the school is open for instruction
- ensure students, staff and parents/carers have a shared understanding of the importance of attending school
- explain to school staff and parents the key practices and procedures Example School has in place to
 - support, monitor and maintain student attendance
 - record, monitor and follow up student absences

Supporting and promoting attendance

Warringa Park School's *Student Wellbeing and Engagement Policy* supports student attendance.

Recording attendance

Attendance will be recorded by the classroom teacher using COMPASS.

If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present.

Recording absences

For absences where there is no exemption in place, a parent must provide an explanation on each occasion to the school.

Parents should notify Warringa Park School of absences by calling the Absence line or their child's specific administration team.

If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, Warringa Park School will notify parents by [SMS/push notification message /telephone/other method of notification]. Warringa Park School will attempt to contact parents as soon as practicable on the same day of the unexplained absence, allowing time for the parent to respond.

If contact cannot be made with the parent (due to incorrect contact details), the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school, where possible, on the day of the unexplained absence.

Warringa Park School will keep a record of the reason given for each absence. The Principal will determine if the explanation provided is a **reasonable excuse** for the purposes of the parent meeting their responsibilities under the *Education Training Reform Act 2006* and the School Attendance Guidelines.

If Warringa Park School considers that the parent has provided a **reasonable excuse** for their child's absence the absence will be marked as '**excused absence**'.

If the school determines that no reasonable excuse has been provided, the absence will be marked as '**unexcused absence**'.

The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally excuse:

- medical and dental appointments, where out of hours appointments are not possible or appropriate



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- bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business
- school refusal, if a plan is in place with the parent to address causes and support the student's return to school
- cultural observance if the parent/carer notifies the school in advance
- family holidays where the parent notifies the school in advance

If no explanation is provided by the parent within 10 school days of an absence, it will be recorded as an 'unexplained absence' and recorded on the student's file.

Parents will be notified if an absence has not been excused.

Managing non-attendance and supporting student engagement

Where absences are of concern due to their nature or frequency, or where a student has been absent for more than five days, Warringa Park School will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including:

- establishing an Attendance Student Support Group
- implementing a Return to School Plan
- implementing an Individual Education Plan
- implementing a Student Absence Learning Plan for students who will be absent for an extended period
- arranging for assistance from relevant student wellbeing staff.

We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavour to provide this support when it is required,

Referral to School Attendance Officer

If Warringa Park School decides that it has exhausted strategies for addressing a student's unsatisfactory attendance, we may, in accordance with the School Attendance Guidelines refer the non-attendance to a School Attendance Officer in the Sout-West metro region for further action.

If, from multiple attempts to contact with a parent, it becomes apparent that a student will not be returning to the school, the Principal may make a referral to a School Attendance Officer if:

- the student has been absent from school on at least five full days in the previous 12 months where:
 - the parent has not provided a reasonable excuse for these absences; and
 - measures to improve the student's attendance have been undertaken and have been unsuccessful
- the student's whereabouts are unknown and:
 - the student has been absent for 10 consecutive school days; or
 - no alternative education destination can be found for the student.

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2023
Approved by	Principal
Next scheduled review date	May 2026

Attendance follow-up protocols

CLASSROOM TEACHER

- Mark the roles every day by 9.30 am on Compass.
- If the classroom has specialists in the first session, the specialist teacher will mark the roll.
- If student arrives late and has not been registered through Kiosk/Campus Admin Office - mark roll as Present, under comments – add Late and time if known.



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- If child absent for 2+ **consecutive** days unexplained contact parent/carer to enquire – If you cannot make contact or find information - email to Attendance Officer/Wellbeing/Assistant Team Leader.
- If reason/explanation is given enter this into Compass ASAP.
- If a child is absent for 3+ days in the **term** contact parents/carer to enquire reason and remind regular attendance is important.
- If a child is absent for 5+ days in the **term** email this information to Team Leader and Wellbeing.
- If parent/carer provides information regarding long term absences, e.g., family holiday, bereavement, these details can be input into Compass ahead of time. Email details (start/end date to Campus Leader and Attendance Officer.
- Maintain regular contact with parents/caregivers.
- Follow up any unmarked rolls – update in Compass.

ASSISTANT TEAM LEADERS

- Support re-engagement plan with classroom teacher, contact Wellbeing if deemed necessary.
- Analyse absence data monthly to identify trends.
- Follow up with classroom teachers if rolls are unmarked.
- 5 minutes are allocated fortnightly at campus meeting to highlight attendance and bring concerns.

ADMIN

- Input CRT hard copies of rolls.
- Adjust late attendance and early leavers.
- Adjust notifications regarding absences into Compass.

ATTENDANCE OFFICER

- Refer to “Same Day Notification” of unexplained student absences for each campus.
- Process unexplained absences.
- Unmarked rolls – email Assistant Team Leaders to follow up.
- Provide Assistant Team Leaders/Wellbeing Team with Daily Unexplained absences.
- Generate fortnightly Not Present/Late letters.
- Refer DET attendance referrals – Criteria.

Two types of attendance referrals:

- 1) 5 days unexplained absence.
- 2) Whereabouts of student unknown.

Criteria for referral – 5 days unexplained absences

- A) Multiple contact attempts have been made to family.
- B) Meetings have been held with family to re-engage identified student.
- C) Student/Family has been linked into support.
- D) Police Welfare Check complete (if required) – DHHS referral.
- E) Attendance Plan has been completed with family/student. Altered or part-time return to school plan.
- F) Alternative learning pathways/programs have been offered to student.
- G) Behaviour Support Plan has been completed with student/family.
- H) Provide welfare concerns summary to Regional Officer.

