



BEACONSFIELD
PRIMARY SCHOOL

Updated July 2018

Attendance Policy

5 Hale Street | Beaconsfield WA 6162 | 9432 1000 | beaconsfieldps.wa.edu.au

Introduction

This policy is informed by the Department of Education Student Attendance Policy v3.3 and Student Attendance Procedures v3.4.

Regular attendance at school is fundamental to student learning and allows students to build on knowledge and skills each day. Consistent attendance and participation are essential for all students' social and academic learning.

At Beaconsfield Primary School, we believe that every day at school matters. Each day of absence makes a difference, with the effect on learning accumulating over time. There is an expectation that once enrolled, students will attend on a regular basis in order to optimise their education and reach their full potential.

The attendance policy at Beaconsfield Primary School is underpinned by the following components:



Respect | Doing your best | Honesty | Valuing others | Responsibilities

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Recording of Attendance

Beaconsfield Primary School will ensure that accurate attendance records are kept for each student enrolled at the school. This includes recording attendance for morning and afternoon sessions for kindergarten, pre-primary and primary students. The following codes are used by teachers at Beaconsfield Primary School to record attendance electronically on Integris:

/	Present	Student is on school grounds
U	Unexplained Absence	Cause not established and no explanation has yet to be provided. Follow up is required.
R	Reasonable Cause	Family issues, accident, appointment, meeting
E	Educational Activity	Approved educational program such as PEAC or transition visits
C	Cultural / Religious	Approved absences for events of a cultural or religious significance to the family, such as funerals, sorry days and religious observances
N	Notified as Sick	Parent or caregiver has notified the school of sickness
M	Medical/Sick Bay	Student is still on school grounds in the medical room. This is not classified as an absence
V	Vacation	The absence has been negotiated in advance and the principal is satisfied that reasonable grounds for authorising the absence apply
K	Unauthorised Vacation	The student has been taken on a vacation and the principal has not authorised the absence
X	Unacceptable Reason	Reason for absence has not been approved by the principal
L	Late	If the student arrives at school after 9am

In-term absences

For all students, it is the school's preferred position that parents do not organise leave during the school term. If contemplating an extended absence parents must consider that this will affect their child's progress and achievement. Parents need to notify the principal in writing for approval, if they intend to apply for leave. The examples of approved absences include: bereavement, serious illness of a family member or sporting representation at a state or national level. Examples of unapproved absences include family holidays. By proceeding with the holiday parents are acknowledging that their child's assessment program may not be able to be completed.

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Responsibilities

Parents:

- Promote a positive attitude towards attendance and reinforce the school's belief that 'every day matters'
- Notify the school of a planned absence if it falls during the school term
- Notify the school of an absence as soon as possible
- Provide an explanation of a student's absence within three school days from the start of the absence

Teachers

- Complete the attendance roll on Integris by 9:15am for the morning session and 1:00pm for the afternoon session
- Collect absentee notes and enter into Integris. Include relevant information in comments. Written absentee notes to be kept and forwarded to the front office in the supplied envelope at the end of each term
- Request a reason for a student's absence if one is not provided within three days from the start of the absence
- Follow school procedures to obtain a reason for an absence if one is not provided
- Follow school procedures where concerns exist regarding persistent absences
- Report any attendance concerns to the Administration staff

Administration

- Ensure the newsletter has an attendance focus at least once a term
- Implement an appropriate reward system for classes and individuals with high attendance
- Ensure staff are recording attendance accurately and in line with the policy
- Provide teachers with attendance rates for their classrooms
- Follow up unexplained absences with Integris generated letters in Week 4 and 9 to support classroom teacher's attempts to resolve absences
- Send home recognition letters in Week 5 and 10 for students with 99 – 100% attendance
- Monitor and follow up attendance issues with students who have 90% or less attendance rate
- Work with the classroom teacher and parents to put identified attendance improvement strategies in place for students at risk

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Strategies to recognise regular attendance:



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Procedures for unexplained absences

Classroom teacher to request a reason for the absence from the parent. This should be provided within three days of the absence occurring.



If no reason is provided, classroom teacher to send home absence reminder slip.



If parent does not respond to requests, classroom teacher to follow up with a reminder letter.



If the letter is not returned, classroom teacher contacts administration. Integris letter sent home.



If Integris letter is not returned, phone call from administration.

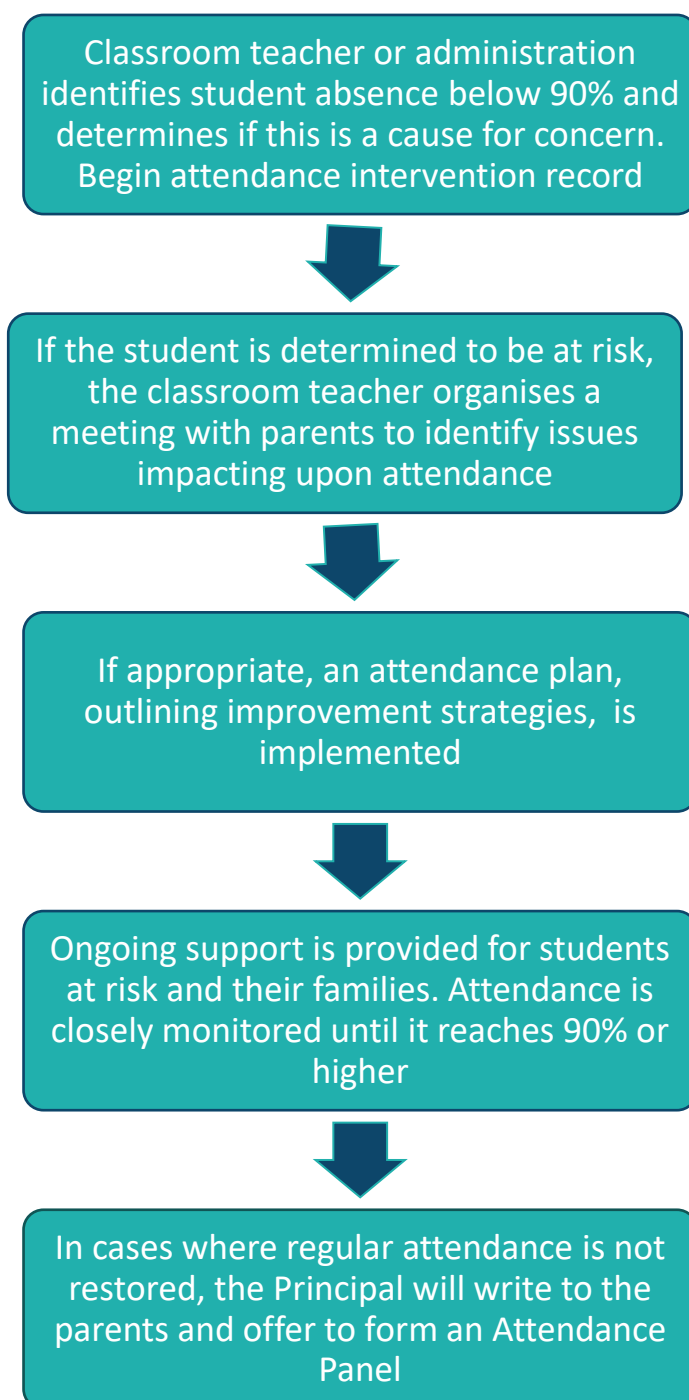
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Students at risk – persistent student absence

At Beaconsfield Primary School persistence absence is defined as having an attendance rate below 90%. A pattern of persistent absence places a student at educational risk and may itself be an indicator of other risks to the student's wellbeing. When a student's absence is identified as a concern, school staff will work collaboratively with students, parents, and the community to develop and implement strategies to restore regular attendance.

Procedures for persistent student absence



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Appendix A: Recognition letter for 99-100% attendance

Outstanding Attendance

Date

Dear

We would like to recognise the outstanding attendance of _____.

This term, they have an attendance rate of _____.

Attending school regularly helps children feel better about school and themselves. There is a strong link between attendance and academic outcomes. Such an outstanding attendance rate ensures that your child has the best chance of success at school.

We would like to acknowledge your support in making sure that your child develops the habit of regular attendance and a positive attitude towards school.

Thank you for helping us to ensure that 'Every Day Counts'.

Yours sincerely



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Appendix B: Unexplained absence reminder slip



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Unexplained Absence Reminder Slip

According to our records, your child has a recent unexplained absence. Can you please provide a reason for this absence to the classroom teacher or front office at your earliest convenience.



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Appendix C: Unexplained absence reminder letter

Unexplained Absence

Date _____

Dear _____

According to school attendance records _____ was absent from school on the below dates and I have not received an explanation for his/her absence.

It is a requirement of the Education Act that all absences are explained by the child's parent or legal guardian. You can notify the school in person, with a written note, or phone call. Alternatively, the slip below can be completed and returned.

Your prompt attention to this matter is greatly appreciated.

Yours sincerely

Class teacher

Date/s absent without explanation:

My child _____ was absent on the following date/s

_____ due to:

Signed: _____ Date: _____
(Parent/Guardian)

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Appendix D: Parent request for in-term leave

Dear Principal

This is to advise that _____ will be absent from

_____ until _____ due to

I am aware that it is the school's preferred position that parents do not organise leave during the school term and this leave may affect my child's progress and achievement. I am aware that examples of in-term absences that the school will approve include: bereavement, serious illness of a family member or sporting representation at a state or national level. Examples of unapproved absences include family holidays. By proceeding with other forms of leave, I acknowledge that my child's curriculum and assessment program may not be able to be completed and there is no requirement for teachers to provide work packages for students.

Signed: _____

Relationship to student: _____

Date: _____



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Appendix E: Unauthorised leave - vacation

Date

Dear

Thank you for notifying the school that you plan to take _____out of class for an in-term family vacation.

Research recently undertaken by the Telethon Kids Institute, Student Attendance and Educational Outcomes: Every Day Counts, demonstrates a clear link between student absence and achievement in school. Each day a student is absent from school has a direct impact on their educational outcomes.

A strategic focus of the Department of Education is to encourage greater responsibility of parents and the community to lift student attendance. Establishing and maintaining a positive attendance career also helps teach the importance of 'showing-up'; an essential skill for future success in life.

Please be aware that there is no provision within the School Education Act 1999 for principals to endorse absences for family vacations. There is also no requirement for teachers to provide work packages for students who are absent for this reason. Your child's attendance will be recorded as an unauthorised vacation.

Yours sincerely



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Appendix F: Persistent student absence

Persistent Absence

Date

Dear

It has come to our attention that _____'s attendance is currently at _____.

At Beaconsfield Primary School, we believe that every day at school matters. Each day of absence makes a difference, with the effect on learning accumulating over time. Regular attendance at school is fundamental to student learning and allows students to build on knowledge and skills each day. Consistent attendance and participation are essential for all students' social and academic learning.

The School Education Act 1999 requires parents to send their children to school each school day unless there is a good reason for them not to attend. Please contact me, if there are issues that you wish to discuss or if you would like support in ensuring your child's attendance at school each day.

If your child's attendance does not improve within the next few weeks, you will be required to work with the school to develop and implement an Individual Attendance Plan.

Yours sincerely



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Appendix G: Attendance intervention record

Surname:
First Name:
Year:

	<i>% Attendance</i>	<i>Comments</i> (e.g. % authorised vs unauthorised, particular patterns of non-attendance, etc)
Term1		
Term 2		
Term 3		
Term 4		
Overall		

Parent/carer contact made or attempted

Date	Time	Contact	Type (phone call, home visit, letter, email, SMS)	Summary	Information attached

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Appendix H: Individual student attendance strategies

Student name:		Date of birth:	
Class Teacher:		Room:	Year:
Current attendance rate:		Short term improvement target:	
Long term improvement target:			
Plan start date:		Proposed timeframe:	Review date:
Known factors impacting attendance:			
Strategies			
School:		Home:	
Resources:			
Monitoring:			