

Attendance Policy

Updated February 2025

Introduction

This policy is informed by the <u>Department of Education Student Attendance Policy v4.3</u> and <u>Student Attendance Procedures v4.5</u>.

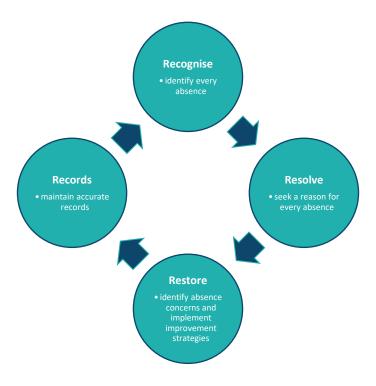
Regular attendance at school is fundamental to student learning and allows students to build on knowledge and skills each day. Consistent attendance and participation are essential for all students' social and academic learning.

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.

Some numbers to consider:

- 95% Attendance = 10 days per year missed = 130 days over 13 years of school
- 90% Attendance = 20 days per year missed = 260 days over 13 years of school

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



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
Ε	Educational Activity	Approved educational program such as PEAC or transition visits
С	Cultural / Religious	Approved absences for events of a cultural or religious significance to
		the family, such as funerals, sorry days and religious observances
Ν	Notified as Sick	Parent or caregiver has notified the school of sickness
М	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
Χ	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.

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.

- Contact parents by phone (follow up with email if unable to contact) when the teacher is concerned about attendance trends. The purpose of this contact is to offer support and check if there is anything that can be done at school to help.
- When students with concerning attendance trends are at school, ensure the student has a great day and remind the student that the teacher looks forward to having them at school.
- Implement in class reward systems to promote attendance for select students.
- Refer students to Student Services for further support/follow up.

Administration

- Ensure the newsletter has an attendance focus at least once a term.
- Ensure staff are recording attendance accurately and in line with the policy.
- Provide teachers with attendance rates for their classrooms when required.
- Follow up unexplained absences via the text message system and with phone calls to clear as many unexplained absences as possible.
- Student Services to monitor and follow up (if required) 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.

Procedures for unexplained absences:

Classroom teacher to mark the roll at 9:00am and 1pm each day. If teachers are aware of a reason, this is to be recorded on integris.



If no reason is provided to the teacher or front office, a text message is sent to the family to provide a reason.



If parent does not respond to the text, front office team to follow up with a phone call, and remind the parent to respond to the text message.



If front office is unable to get a reason. School leadership to follow up.



Possible Home Visit by School Leadership or Referreal to Regional Office

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

Classroom teacher is concerned about attendance trends of a student, they will make contact with a phone call to offer support from the school.



If unable to contact on the phone, the teacher to follow up with an email and record contacts on integris.



If no response and attendace does not imporve, teacher to refer to Student Services



Student Services to implement a plan to improve attendance based on the individual need of the stuent and family.



Possible home visit, referral to Regional Office or Referral to CPFS



Dear Principal				
This is to advise that			will be absent from	
	until		due to	
I am aware that it is the so school term and this leave examples of in-term abser family member or sporting absences include family he	e may affect my chances that the school grepresentation a	hild's progress and achie ool will approve include: at a state or national leve	vement. I am aware that bereavement, serious illne el. Examples of unapprove	ess of a
child's curriculum and ass requirement for teachers		•	ompleted and there is no	
Signed:				
Relationship to student: _			-	
Date:				



Date
Dear
Thank you for notifying the school that you plan to takeout 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



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



Surname	:						
First Nam	ne:						
Year:							
				% Attendance		Com (e.g. % authorised vs particular patterns of no	
Term1							
Term 2							
Term 3							
Term 4							
Overall							
Parent/ca	rer conta	ct ma	de or a	nttempted			
Date Time Conta		act whom)	Type (phone call, home visit, letter, email, SMS)	Summary		Information attached	



	5 Hale Street Beaconsfield WA 6162	9432 1000	beaconsfieldps.wa.edu.au	
Student name:			Date of birth::	
Class Teacher:	Room:		Year:	
Current attendance rate:	Short term improvement targe	t:	Long term improvement target:	
Plan start date:	Proposed timeframe:		Review date:	
Known factors impacting	attendance:			
	Stra	itegies		
School:		Home:		
Resources:				
Resources.				
B.A				
Monitoring:				