SCHOOL ATTENDANCE POLICY 2014

Rationale
All schools in Western Australia are committed to providing safe and supportive learning environments for all students which address their educational needs. Regular attendance at school is fundamental to all students’ learning. Consistent attendance and participation are essential for all students’ social and academic learning.

Cassia Primary School expects students to attend school regularly in order to participate fully and gain maximum benefit from schooling.

School community beliefs about the importance of attending school
It is important that students, staff and parents/carers have a shared understanding of the importance of attending Cassia Primary School which is
- is committed to promoting the key messages “Every day matters”
- believes all children should be enrolled at school and attend school all day, every school day
- monitors, communicates and implements strategies to improve regular school attendance
- believes truanting can place a student in unsafe situations and impact on their future employability and life choices
- believes attendance at school is the responsibility of everyone in the community

Responsibilities

Cassia Primary School responsibilities:
- promote student attendance through clear statements of expectations and procedures
- develop and implement rigorous and effective systems to record and monitor attendance
- ensure the prompt processing of student transfers by immediately contacting the student’s transferring school upon the student’s enrolment at their new school
- monitor and analyse school attendance records regularly and utilise Attendance Improvement Plans; for early identification and the provision of timely, targeted support to students at risk of poor attendance and possible disengagement from school
- Monitor and follow up all individual cases of student absence promptly and consistently.
- Pursue and record an explanation for every absence
- Convene a student support group meeting which is attendance focused with parents/carers and students when a student’s attendance pattern is of concern to the school. The outcome of the meeting should lead to the development of an Attendance Improvement Plan to improve the student’s attendance.
- provide ongoing intensive support for students if communication with parents/carers has not been possible or if the student’s attendance pattern continues to be a problem after the initial student support group meeting
- consult with Network or Regional Attendance staff if attendance continues to be an ongoing issue

Teacher responsibilities:
- monitor and record each student’s attendance
- record absences daily and identify students at risk
- record any cases of lateness, truancy, absence, withdrawal, medical.
- Contact home on third day of absence.
- Discuss and refer non-attendance to the Deputy Principal for follow up
- Provide education assessments for students who have been disengaged and return to school

Student responsibilities:
- attend school at all times when the school is open for instruction
- arrive on time to school and to every class
- provide a written explanation from their parents/carers to their teachers when they have been absent from school
- remain on the school premises during school time unless they have the permission to leave from both the school and their parents/carers
work cooperatively with the school to develop personal attendance improvement goals and strategies when their attendance has been inconsistent

**Parent responsibilities:**
- ensure that their child attends school at all times when the school is open for instruction (see School Education Act, 1999)
- ensure that their child is on time for school each day – before 8.20am
- notify the school of their child’s absence as soon as possible on the first day of the child’s absence
- notify the school in advance if an absence of any period is planned
- work cooperatively and collaboratively with the school to develop and implement improvement strategies when attendance has been inconsistent due to reasons deemed unsatisfactory by the school
- work cooperatively with the school in supporting the child to return to school and reintegrate after prolonged absence
- ensure that contact details for the child are correct and up to date

**Strategies**

At Cassia Primary School we promote 100% attendance by:
- Making it everyone’s responsibility to ensure children attend school
- Contacting parents about student absences
- Encouraging students to attend school by providing meaningful educational activities

**Responses to absences**

At Cassia Primary School, we are committed to achieving the following targets in improving attendance:
- Whole School attendance by 1% each semester
- Indigenous students by 1% each Semester

When a student is absent without explanation for 3 days or a pattern of absences has been identified, Cassia Primary School will take the following actions:
- Teacher to identify student and make contact with parent/carers
- Record reason in Integris
- If unable to confirm an explanation for absence refer the matter to Deputy Principal for home visit by AIEO Team if student is indigenous, or further contact to be made if non indigenous.

At Cassia Primary School the consequences or impacts of unexplained or unauthorised absences might include the following:
- Send letters to the parents/carers
- Home visits by school Administration team and/or AIEO’s
- Phone calls by School Attendance Officer, Deputy Principal and Network Attendance Staff

**Reporting and monitoring attendance**

At Cassia Primary School reports of absence or truanting are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:
- Phone the school
- Contact the school via email
- Provide a written explanation to the school officer

*This attendance plan has been constructed in consultation with the School Board and teaching staff, Term 2 2014.*