ATTENDANCE

Lockridge Primary School
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1 POLICY

At Lockridge Primary School the Attendance policy is based on the Department of Education Student Attendance Policy (Effective Jan 2015. V:3)

Principal and staff are responsible for the accurate recording and rigorous monitoring of the attendance of all students and for implementing appropriate strategies to restore attendance if there are attendance issues.

2 BACKGROUND

It is widely recognised that students need to attend school on a regular basis to gain the maximum benefit from schooling in order to optimise their life opportunities. It is also widely recognised that attendance problems are best managed by early identification and intervention.

The School Education Act 1999 requires compulsory aged students, as defined in the Act, to attend school, or participate in an educational program of a school, on the days on which the school is open for instruction unless an arrangement in writing has been entered into for a student.

Although there is no legal requirement in the School Education Act 1999 for pre and post-compulsory aged students to enrol in a school, there is an expectation that once enrolled students will attend on a regular basis and positive attendance patterns should be fostered with all students by schools.

3 PROCEDURES

3.1 RECORDING ATTENDANCE

THE PRINCIPAL WILL:

Principals will manage student attendance in accordance with the Student Attendance Procedures. This includes:

- maintaining accurate attendance records;
- responding to Department requests for reporting and disclosure of attendance data;
- managing alternative attendance arrangements where these are appropriate;
- addressing student absence;
- developing plans for students with persistent absence; and
- retaining all relevant documentation.

Regional Executive Directors will assist in the management of cases of persistent student absence in accordance with the Student Attendance Procedures.
• keep accurate attendance records for every student enrolled at the school (including attendance at both morning and afternoon sessions for Kindergarten, Pre-primary and Primary students, and every lesson/period for Secondary students) that are able to be reproduced in a written form;

• record whether a student’s absence was authorised or unauthorised;

• issue a leave pass to a student under the age of 18 who has been granted permission to leave the school unaccompanied by a responsible adult; and

• record a student as:
  o present for a half day when the student has attended at least two hours of instruction; and

  o present if they are on a school-approved activity or attending off-site under a section 24 arrangement.

a) Absentee notes that are separate from the student's records are to be kept and sent to the office for archiving purposes.

b) Unsatisfactory attendance reports on students must be retained in a student’s records for 25 years from date of birth.

4.2 MONITORING ATTENDANCE

a) Lockridge Primary School will develop and implement an attendance monitoring and action system for systematic, consistent and effective identification and action for all students with attendance issues (Appendix 1)

b) When a student has been absent from school and an acceptable explanation has not been forthcoming, the classroom teacher will make contact with the parent to determine a reason for the student’s non-attendance.

c) If it is established that the student was absent from school for a legitimate reason, the school will do nothing further unless the frequency and or number of absences gives the school cause for concern.

d) If a student's attendance rate falls below 90% over a ten-week period the Principal will further investigate the reasons why the student is not attending school.

e) Lockridge Primary School will use a case management approach for attendance issues and will consult with all stakeholders, accessing support from other community groups and agencies if required (Appendix 2 and 3)

f) If we are having difficulty or little success with restoring a student's attendance, prior to making a formal referral to the school attendance officer the Principal will make informal contact with the school attendance officer who may be able to provide advice or alternative intervention strategies.

g) Consistent with Departmental records management policies, the teacher, Deputy Principal and Administration staff will keep detailed records of all contact, or attempts to make contact, with the student's family and the intervention strategies implemented to restore a student's attendance. This documentation will be made available to the school attendance officer and/or the School Attendance Panel if the student is subsequently formally referred to the school attendance officer and/or the School Attendance Panel.
4.3 REFERRALS TO SCHOOL ATTENDANCE OFFICER

a) If Lockridge Primary School has identified a student as being a regular or chronic non-attender, and the intervention strategies implemented by the school have not been successful in restoring the student’s attendance, the student will be referred to the school attendance officer by the school Principal (Appendix 4)

b) The teacher and school administration will work collaboratively with the school attendance officer, the student's family and other community groups and agencies to restore the student's attendance at school. If the school attendance officer considers it to be appropriate, he or she will facilitate inter-agency access and support through structures and or protocols established by Regional Office. (Appendix 5)

4.4 CHILDREN WHOSE WHEREABOUTS ARE UNKNOWN

a) If all attempts to locate a student have failed after fifteen (15) school days and the school has not received advice that the student has enrolled at another school, the school Principal will refer the student to the "Children Whose Whereabouts are Unknown List" through the school attendance officer.

b) The school Principal is required to regularly review the Children Whose Whereabouts are Unknown list and advise the school attendance officer if a child has enrolled at the school.

4.5 REFERRALS TO SCHOOL ATTENDANCE PANEL

a) If the student's attendance at school has not been successfully restored the school Principal, in collaboration with the school attendance officer, will refer the student to the School Attendance Panel.

b) The Regional Executive Director will establish a School Attendance Panel in accordance with the Procedures for School Attendance Panels.

c) The School Attendance Panel will fully consider the issues that contribute to the student's non-attendance at school, and establish strategies to ensure the re-engagement of the student in an appropriate educational setting.

d) The school Principal will implement the relevant strategies established by the School Attendance Panel and monitor the subsequent attendance of the student.

4.6 DATA COLLECTIONS

a) Lockridge Primary School will comply with requests from regional and central office to provide information on attendance.
Lockridge Primary School

Individual Attendance Plan 2013

Student Name:  
Year:  
DOB:  

Long Term Goal:

To move ________ out of the Severe At Risk Attendance Category, currently at ____

ATTENDANCE TARGETS

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<tr>
<th>Target Attendance %</th>
<th>Attendance % achieved</th>
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Monitoring Format

- Track attendance through Integris (School Information System)
- Regular updates from classroom teachers
- Phone calls/letters from parent/caregiver if ________ is absent
- Medical Certificates if absent for sickness.

Partners

Student:  
AIEO:  
Classroom teacher:  
School Psych:  
Parent:  
ASBAO:  
School Admin:  
DCP:  

Strategies/Timeframe:

1. Attendance will be reviewed weekly by Admin. If attendance falls below targets parent will be contacted by admin or AIEO.

2. If contact cannot be made or reasons for non attendance are unacceptable then the School Based Aboriginal Attendance Officer will be contacted immediately.
3. When ___________ is absent through illness, parent must contact the school to inform them of the reason for the absence and provide a medical certificate when possible.

4. When ___________ is absent for any reason, parent must inform the school promptly on 93771110.

5. If ___________ is not at school by 9:30 am the school will ring parent on ___________ to ask the reason for the non attendance.

6. Review Meeting Term ___ Week ___ must have maintained at least their target attendance.

7. Continue to monitor and review _______ attendance for Term ____.

Name ___________ Signature _________________ Date ___________

Name ___________ Signature _________________ Date ___________

Name ___________ Signature _________________ Date ___________

Name ___________ Signature _________________ Date ___________

Name ___________ Signature _________________ Date ___________

Name ___________ Signature _________________ Date ___________

Name ___________ Signature _________________ Date ___________

Name ___________ Signature _________________ Date ___________

Name ___________ Signature _________________ Date ___________
PARTIAL SCHOOL ATTENDANCE AGREEMENT

STUDENT:              TEACHER:

YEAR:                EA:

START DATE:          REVIEW DATE:       END DATE:

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NB. This agreement is based on __________ attending on the designated days until the agreed sign out time. All school absences will be dealt with according to the Education Act 1999.

SIGNED:

__________________________  __________________________
PARENT                      STUDENT

__________________________  __________________________
PRINCIPAL                   SCHOOL PSYCHOLOGIST
CLASS TEACHER

Lockinge Primary School 2013
Regional Office Referral Form

Process for Requesting NMERO Support for Student Attendance and Behaviour Concerns as of December 2013

ATTENDANCE:
Schools address attendance issues as per the DoE Student Attendance Policy and Attendance Intervention flow chart.

School Student Services Teams/Case Managers responsible for managing attendance contact homes, communicate with other agencies, arrange parent meetings, undertake home visits, develop attendance improvement plans (required for all Aboriginal students whose attendance falls below 90%), implement incentive programs....

School Student Services Teams/Case Managers consult with their school psychologist and additionally with regard to Aboriginal students involve the AIEO (where a school has access to an AIEO) at all stages to gain further insights and assistance to engage students.

Where additional regional support is required to support the school to case manage the student a Request for Assistance Form is completed. For Aboriginal students the form is forwarded to the Network Manager Aboriginal Education. For non Aboriginal students the form is forwarded to the BATeam via the Network Lead School Psychologist. The responsible NMER team will work with the school case manager to provide support. The NMER Aboriginal Education Team and Behaviour & Attendance Team will liaise with each other to ensure appropriate support is provided to schools to assist them to case manage the student.

BEHAVIOUR:
Schools address behaviour concerns as per the DoE BMIS policy and their BMIS plans and processes. This will also include involving their school psychologist and lead psychologist if necessary and where appropriate their AIEO to develop individual behaviour plans as required. It is anticipated the school psychologist would have developed an escalation profile and functional assessment.

Where additional regional support is required to assist the school to case manage the student a Request for Assistance Form is completed. The form is forwarded to the BATeam via the Network Lead School Psychologist. The NMER Behaviour & Attendance Team will liaise with the school case manager to ensure appropriate support is provided.

Click on link for Referral Form: Student Support NMER Request For Assistance REFERRAL FORM.doc

Find it in S Drive/Admin/850 Students/853 Attendance/Student Support NMER Request for Assistance REFERRAL FORM
APPENDIX 5- DoE Attendance Intervention Flowchart

1. Student absent from school without reasonable explanation
   → The principal or nominee notifies parent/responsible person and requests explanation
   → Reasonable explanation received
   → Attendance restored?

   - Yes
     → Document and monitor.
     → Attendance restored?
       - No → Consult with network or regional officer
       - Yes → Document and monitor.
       → Attendance restored from interventions?
         - Yes
           → Convene a Formal Meeting with the Parent
           Inform parent (Appendix E)
           At the meeting:
           - Explore factors preventing attendance or participation;
           - Ask parent to engage with alternative strategies to improve attendance;
           - Document plan; and
           - Refer to Guidelines for the use of education-related Responsible Parenting Agreements.
           → Document and monitor.
           → Attendance restored?
             - No → Consider referral to Regional Executive Director, recommending:
             - Prosecution of the parent; or
             - Recommendation for a Responsible Parenting Order application
             Complete Appendix F

   - No → Family located?
     - Yes
       → Restore attendance or remove from current roll when transfer advised
     - No
       → Located
       → Further investigation by the school

   - Not located
     → Seek assistance from network or regional officer (guideline only)
     → Refer to Student Tracking for placement on CWU List (usually after 15 days).
     → Remove from current roll when advised by Student Tracking Coordinator

   → Refer to Guidelines for the use of education-related Responsible Parenting Orders, Guidelines for the use of prosecution, Guidelines for the use of attendance panels and Guidelines for Implementing Documented Plans in Public Schools.