



## Attendance Policy

### Aims

- A. To keep accurate attendance records and be aware of the reason for absences.
- B. To minimise the impact of frequent or extended absences on a student's wellbeing, sense of community, and educational outcomes.
- C. For parents to meet the legal obligation as per the WA School Education Act 1999.

### Scope and Application

The policy is available on the school website and applies to:

- A. Employees
- B. Parents/Carers
- C. Students

### Definitions

- A. **Alternative Attendance Arrangements** –a documented arrangement between Principal and parent made under Section 24 of the *School Education Act 1999*, enabling a student to attend an education program away from the school site whilst maintaining their enrolment.
- B. **Authorised Absence** - An absence where the reason provided by the parent is considered to be legitimate and deemed acceptable by the Principal.
- C. **Curriculum Offsite** - Offsite or external study outlined in individual support documents, sanctioned by the Principal under Section 24 of the School Education Act.
- D. **Non-Attending Students** - A non-attending student includes one whose:
  - i location is known but they are not actively engaged in an education program; or
  - ii contact is still possible with themselves or their parent/s, but they are not engaged in an education program.
- E. **Student Tracking System (STS)** - a cross sectoral initiative involving public and private schools, developed to meet the needs of transient and mobile students reported as missing from education programs.
- F. **Student Whereabouts Are Unknown (SWU) List** – A list, usually referred to as the SWU List, contains the names of children who are missing from schools and educational programs in Western Australia.

- G. Unauthorised Vacation** – in-term family holiday that is not deemed necessary by the Principal.

## **Principles**

- A.** KSCS supports the establishment and maintenance of a positive attendance career for all students.
- B.** Persistent student absence will be addressed, and outside agencies may be sought to assist in improving attendance.
- C.** Alternative attendance arrangements are supported when in the best interests of the student and in accordance with Section 24 of the *School Education Act 1999*.
- D.** In-term vacations are discouraged and will only be deemed an authorised absence at the discretion of the Principal.
- E.** Accurate attendance records will be kept for each student and retained securely.

## **Responsibilities**

### **A. Board**

1. Monitoring and revising this policy as needed.

### **B. Principal**

1. Monitor trends in attendance records.
2. Oversee records to ensure that accurate and current records of enrolment and attendance on EasySchool are kept.
3. Follow up non-attendance that is ingenuine or insufficient.
4. Meet with parents and develop attendance plans in the event that absence or late arrivals impact on student wellbeing.
5. Review Students Whereabouts Unknown [SWU] lists supplied by AISWA.
6. Initiate and Submit SWU request forms in all instances of absence that exceed 15 days.
7. Oversee attendance Census.
8. Record whether an absence is authorised or unauthorised.
9. Report on attendance to the Board and the community annually.
10. Send Unauthorised Vacation letters.
11. Approve Alternative attendance arrangements, in accordance with Section 24 of the *School Education Act 1999* and keep records within Individual Education Plan (IEP).
12. Arrange access to an educational program for a student who has a physical and/or mental health condition and/or health care needs and who cannot attend the regular site.
13. Follow up on all cases of attendance that is under 90%.

14. Retain attendance records and Intervention Records in line with School Education Regulations.
15. Sanction Alternative Attendance arrangements.
16. Consider requests for exemption from a particular class. In particular:
  - i the reasons for the request and whether they may be addressed without exempting the student from the class;
  - ii how to achieve the planned outcomes in an alternative ways; and
  - iii alternative supervision if required.

**C. Administration Staff**

1. Update the hard copy enrolment register.
2. Keep EasySchool enrolment and attendance records up to date.
3. Inform the Principal of 'Unauthorised Vacation' notifications from parents.
4. Manage Transfer Notes.

**D. Teaching Staff**

1. Keep half day attendance records and monitor attendance of students in their class.
2. Record student as present for a half day when the student has attended at least two hours of instruction.
3. Notify admin of reason for student's absence, if known.
4. Record arrival times in the event of persistent late attendance.
5. Initiate parent meetings with parents of non-attending students or where absences are affecting a students' achievement of outcomes or social wellbeing.
6. Develop Documented Plans (Individual Education Plan and/or Collaborative Action Plan and/or Alternative Attendance Plan) for students who are at Educational Risk due to absence. *See Behaviour Guidance Policy.*
7. Liaise with Allied Health professionals and parents to develop documented plans including Alternative Attendance arrangements.

**E. Parents**

1. Ensure their child attends school for every day that school is open for instruction as per Section 23 of the WA School Education Act.
2. Assist their child to arrive at school on time or to minimise the impact of late arrival.
3. Notify the School of child's non-attendance or non-participation, as soon as practicable and within 3 school days from when the non-attendance started as per Section 25 of the WA School Education Act.
4. Respond to requests to explain absences via SMS, phone call or email.
5. To work cooperatively with the school if their child is absent chronically or for an extended period.

6. Support child and school in implementation of Individual Education Plan and alternative attendance arrangements.
7. Formally request, in writing, exemption from a particular class for their child, giving reasons and offering possible alternatives from achieving the relevant outcomes and options for supervision.
8. Avoid scheduling family holidays during school terms.

## Related Legislation

- A. Australian Education Act 2013
- B. Children and Community Services Act 2004 (WA)
- C. Public Health Act 2016 (WA)
- D. School Education Act 1999 (WA)
- E. School Education Regulations 2000 (WA)

## Related Kerry Street Documentation

- A. Procedures and Forms including:
  1. Attendance Procedure
  2. Alternative Attendance Plan Application
  3. Request to place a student onto the *Student Whose Whereabouts is Unknown (SWU) list*
- B. Policies including:
  1. Behaviour Guidance Policy
  2. Child Safety and Wellbeing Policy
  3. Communication Policy
  4. Curriculum, Assessment, and Reporting Policy
  5. Duty of Care Policy
  6. Privacy Policy
  7. Records Management Policy
  8. Students at Educational Risk Policy
- C. Attendance records (Class Rolls)
- D. EasySchool attendance Records
- E. Record of phone messages
- F. Enrolment Register

## References and Resources

- A. [Australian Education Regulation 2013](#)
- B. [Every day matters: 10-point plan to improve attendance](#)

- C. [Student Attendance and Educational Outcomes: Every Day Counts, Telethon Institute for Child Health Research](#)
- D. [Youth Legal Service – School Attendance](#)

## Contact Person

Enquiries relating to this policy should be directed to the School Principal or the Board Chair.

## Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

## Authorisation and Review

- A. This policy was authorised by the Kerry Street Council on 14 March 2005.
- B. Reviewed by meeting of staff and council on 13 January 2006.
- C. This policy was reviewed September 2012.
- D. Reviewed September 2013.
- E. Reviewed 19 September 2016.
- F. To be reviewed February 2018.
- G. Reviewed May 2020.
- H. Reviewed S2 2021.
- I. To be reviewed S2 2024.

## Revision History

Date	Revision	Detail
01/07/2019	V.2	Policy reviewed - procedures separated from policy, legislation update, minor edits
April 2020	V.3	Edited to include Alternative Attendance Arrangement responsibilities
January 2021	V.3.1	Formatted.
June 2021	V.3.2	Missing definition added.
November 2021	V.3.3	Amalgamated Attendance and Truancy Policy and Exemption from Particular Classes Policy. Procedures updated.