



## Attendance Policy – Procedures and Forms

The following procedures and forms support implementation of the KSCS Attendance Policy:

1. Attendance Procedure
2. Alternative Attendance Plan Application
3. Request to place a student onto the *Students whose whereabouts are unknown* (SWU) *list*

# **1. Attendance Procedure**

## **Enrolment**

- A. When new students enrol, a Transfer Note will be sent to the student's previous school within 5 days of enrolment.
- B. An enrolment register will be collated with the enrolment date and leaving date of all students (see Enrolment policy).

## **Attendance Records**

- A. Accurate attendance records will be kept for every student enrolled at the school twice a day (morning and afternoon), manually by class teachers and entered electronically by Administration staff.
- B. Record a student as:
  - i. Present for a half day when the student has attended at least 2 hours of instruction; and
  - ii. Present if they are attending a school approved activity.
- C. Parents are asked to inform the school when a student is, or is expected to be absent from school, the reason for the absence and the expected return date to school. Parents are asked to notify the office either in person, or via email [kerrystreet@kerrystreet.wa.edu.au](mailto:kerrystreet@kerrystreet.wa.edu.au) within 3 school days from when the non-attendance started. This information is passed on to the class teacher. In the case of a phone message, the absence will be recorded on the class register and on EasySchool.
- D. If a student is absent without explanation the administrator will send an SMS via EasySchool software to parent/guardians on the day of the absence.
- E. A list of any unexplained absences will be generated once a term and parents will be contacted using the *Unexplained Absences Letter Template* to explain reasons for absence.
- F. Record permissions for a student under the age of 18 to leave the school with another parent, or unaccompanied by responsible adult in After School Duty Folder.
- G. Retain attendance records in accordance with the School Education Regulations 2000 and as per the Schools Privacy and Records Management Policies.
- H. If staff notice a trend in non-attendance by a student, which may be seen as sporadic or non-attendance of a particular class, the Principal will approach the family and discuss the situation in the context of this policy. See more in *Prolonged Absences and Consistently Low Attendance*, below.
- I. The following codes are used to record attendance electronically:
  - # Late
  - a Anxiety
  - R Refusal
  - S Sick

- T Tired
  - Z Student Issues
  - A Appointment
  - C Cultural
  - D Departed Early
  - F Funeral
  - H Family Holiday
  - I Family Issue
  - P Parent Condoned
  - S Suspension
  - U Unauthorised Holiday
  - X External Study (Curriculum Offsite)
- J.** Acceptable reasons for absences include all codes listed above, with the exception of 'Unauthorised Holiday'.
- K.** Absences recorded as 'Tired', 'Anxiety' 'Parent Condoned', and 'Refusal' will be monitored for frequency and, if required, a plan will be put in place to increase attendance (see *Prolonged Absences and Consistently Low Attendance*). Please note that where possible appointments should be scheduled outside of school hours.
- L.** Students who have who are absent as documented in an *Alternative Attendance Arrangement* (see below for more information) are recorded as **External Study**, this is not considered an absence. All other codes listed above are considered absences.

### **Prolonged Absences and Consistently Low Attendance**

- A.** Prolonged absences and/or consistently low attendance can have a significant impact on both academic progress and social & emotional connection and development.
- B.** In the instance that a staff member is concerned that prolonged absence or consistently low attendance is impacting on student progress or achievement further action will be sought. Teachers can check attendance rates, by consulting with administration staff, at any time. This procedure will be followed for any students whose attendance is below 70%.
- C.** Furthermore, student attendance is calculated biannually and reported to parents via student reports. At this point, the following procedure will be implemented for any students whose attendance is below 70%.
- D.** If a student is absent for a prolonged period or they have consistently low attendance, the following methods of contact are recommended:
  - i. telephone parent/s;
  - ii. written communication to parent/s (social media is not an appropriate medium);
  - iii. conduct a home visit;
  - iv. telephone emergency contacts;

- v. check previous school;
  - vi. query relatives and peers attending the school;
  - vii. contact relevant agencies (if involved) e.g., Department of Communities, Child Protection and Family Support;
  - viii. contact the Police on 131 444 to request a welfare check; and/o
  - ix. consultation with staff at the Regional Education Office; consultation with Student Tracking System (STS) Officer
- E.** The following information will be documented regarding students with prolonged absences or consistently low attendance:
- i. the cause for absences, e.g., medical condition;
  - ii. strategies to support improved attendance;
  - iii. strategies to ensure access to work missed and support academic, social and/or emotional development; and
  - iv. it may be necessary to develop an alternative attendance plan to document cause and strategies as listed above.
- F.** Attendance data is collated and analysed by the Principal annually and reported to the Board. In the instance attendance concerns are identified for specific classes or across the school, strategies will be developed or implemented at the appropriate levels.

### **Chronic Illness or Health Issues**

- A.** Chronic illness and health related absences are more commonly encountered at our school. Cases will be dealt with on an individual basis and all effort made to minimise the impact of repeated absences from school. A part time schooling arrangement may be entered into, work may be sent home by the class teacher, or a liaison with hospital education facilities may occur.
- B.** Class teachers will monitor absences of this sort and initiate an Alternative Attendance Arrangement with parents.

### **Alternative Attendance Arrangements/Registering Curriculum Offsite**

- A.** Offsite Curriculum is granted at the discretion of the Principal and may include, but is not limited to, the following:
- i. Occupational Therapy;
  - ii. Speech Therapy;
  - iii. Psychologist; and
  - iv. instances where a student's needs restrict them from accessing Curriculum onsite, including the use of Alternative Attendance to support students with significant or extended absences.
- B.** In order for a student absence to be recorded as Curriculum Offsite:
- i. documented plans must reflect the student's need to be absent including how the absence meets learning goals;

- ii teachers must be informed of timetable and changes to timetabling; and
- iii an Alternative Attendance Plan Application has been completed and the Principal has sanctioned the ongoing absence as Curriculum Offsite.

### **Exemption from Particular Classes**

- A. A parent who wishes their child to be exempted from a particular class will approach the child's teacher and/or the Principal.
- B. A discussion will take place to determine the reasons for the requested exemption, ways to address these issues within the current program, and the feasibility of an alternate program being provided by the school if the issues cannot be resolved.
- C. Parents and teachers will keep in mind both the needs of the student and the needs of the group.
- D. If still sought, an *Alternative Attendance Plan Application* should be completed and submitted to the classroom teacher and/or Principal.
- E. The request will be submitted to the Principal, who may grant it, grant it with condition/s or refuse the request. The exemption will be active before the next relevant class if possible.
- F. The Principal will notify the parent and affected teachers of the decision.
- G. A record of alternative attendance plans will be kept by the school.

### **In-Term Vacation and Unauthorised Vacation Procedure**

- A. Parents are expected to notify the school in advance of their intention to take their child on an in-term vacation.
- B. At the discretion of the Principal, the absence may be deemed an 'authorised vacation where':
  - i the absence is considered reasonable;
  - ii prior notice of the intended absence has been provided in advance and in writing by parents to the school;
  - iii a plan has been documented for the expectation of work for the duration of the holiday; and
  - iv the teacher assess work undertaken during the holiday.
- C. In-term vacations will be considered unauthorised absences, and the *Unauthorised Vacation Letter Template* will be used where:
  - i the frequency of such absences is deemed unreasonable;
  - ii prior notice in writing has not been provided by parents of the intended absence;
  - iii parents have not consulted with the teacher and undertaken a commitment for their child to complete work; and/or
  - iv work has not been provided to the teacher to enable assessment.

### **Student Non-Attendance when Expected to be Onsite**

- A. In the rare case of student non-attendance when expected to be onsite, the matter would

be handled according to our *Behaviour Guidance Policy*. This would include a meeting with the student and their parent, and a *Collaborative Action Plan* or *Individual Education Plan* developed.

- B.** If a student regularly non-attends when expected to be onsite, the matter may be referred to an agency outside the school and the Non-Government School Psychology service engaged.

### **Missing Students – Whose Whereabouts are Unknown (SWU)**

- A.** If a student has been absent from school for three days without a reasonable explanation from their parent/s, all steps listed under the Prolonged Absences section of this document should be utilised to locate the student and restore their attendance.
- B.** If a student cannot be located within 15 days from the start of an absence, and their parent/s cannot be contacted, the Principal will complete an *SWU Request form* and email it to the Student Tracking Coordinator at [Student.tracking@education.wa.edu.au](mailto:Student.tracking@education.wa.edu.au).



## Alternative Attendance Plan Application

### Student Details

Student's Family Name:	Student's Given Name/s:	Age:	Date of Birth:
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Dates of alternative attendance plan:	From: _____ To: _____
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Alternative Attendance Requested	Monday	Tuesday	Wednesday	Thursday	Friday
	Start:	Start:	Start:	Start:	Start:
	Finish:	Finish:	Finish:	Finish:	Finish:

Reasons for Alternative Attendance plan:	<input type="checkbox"/> Injury <input type="checkbox"/> Medical issue <input type="checkbox"/> Mental Health issue <input type="checkbox"/> Exceptional Circumstance (please specify) <hr style="border: 1px solid black;"/>
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If you answered Yes to any of the above, please provide more details to support the application for alternative attendance plan:

*(ie diagnosis, recommendations from Allied Health Professionals, previous plan etc.)*

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*Please provide more information on additional sheet of paper if insufficient room*

<p>As the parent of the above mentioned student, I understand that if the Application for Alternative Attendance is approved:</p> <ul style="list-style-type: none"> <li>- I am responsible for the supervision of my child during the periods specified above for the Alternative Attendance Plan</li> <li>- The Alternative Attendance Plan is limited to the period indicated above</li> <li>- The Alternative Attendance Plan may be cancelled at any time</li> </ul>		
Parent/s: Name:		Parent Name:
Signature:		Signature:
Date:		Date:
Principal Name:		Signature:
<i>Approval for Alternative Attendance granted:</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>		Review Date:





## REQUEST TO PLACE A STUDENT ONTO THE STUDENTS WHOSE WHEREABOUTS ARE UNKNOWN (SWU) LIST

- Please complete all \*required information.
- It is recommended that schools consult with relevant Education Regional Office staff or the Student Tracking Coordinator.
- This Request form, along with the SWU Guidelines and Flowchart, are available on the SWU website by clicking [here](#).
- For additional enquiries please contact Student Tracking at [Student.Tracking@education.wa.edu.au](mailto:Student.Tracking@education.wa.edu.au) or on (08) 9402 6449.

Please submit this form by clicking on the *Submit* buttons either at the beginning or end of this form or by emailing this completed form to the Student Tracking at [Student.Tracking@education.wa.edu.au](mailto:Student.Tracking@education.wa.edu.au)

<b>Student Information</b>							
*School name					School code		
*Student surname			*First name	Preferred name			
*Date of Birth	DD/MM/YY	*Gender	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	School Curriculum and Standards Authority ID			
*Year level	<input type="checkbox"/> Aboriginal or Torres Strait Islander	Yes <input type="checkbox"/> No <input type="checkbox"/>	*Date of enrolment	DD/MM/YY	*Last date of attendance	DD/MM/YY	
*Parent/Carer name:							
Parent/Carer Address				Parent/Carer Contact number			
<b>Attempts made to locate student</b>							
Written communication <input type="checkbox"/>	Emergency telephone numbers contacted <input type="checkbox"/>		Relatives contacted <input type="checkbox"/>				
Phone calls home <input type="checkbox"/>	Transfer documentation checked <input type="checkbox"/>		Peer group queried <input type="checkbox"/>				
Home visit <input type="checkbox"/>	Previous school information checked <input type="checkbox"/>		Relevant agencies (if involved) contacted <input type="checkbox"/>				
Consulted with Education Regional Office : Yes <input type="checkbox"/> No <input type="checkbox"/>			<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="border-bottom: 1px solid black; width: 100%;"></div>				
Region: _____			Consulted with Student Tracking Coordinator: Yes <input type="checkbox"/> No <input type="checkbox"/>				
Name of Education Regional Officer authorising this request (Government schools). _____							
<b>Action taken to locate student</b>							
*Please record enquiries already made and any anecdotal information which may assist in the location of this student.							

<b>Student safety and wellbeing concerns</b>	
*Did you have concerns about the safety and wellbeing of this student? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, was a referral made in regard to these concerns? Yes <input type="checkbox"/> No <input type="checkbox"/> Date/s of referral: DD/MM/YY	
Referring agency:	
Comments:	

**School Information**

Referring officer (name of person entering this request):			
Principal's approval	Yes <input type="checkbox"/> No <input type="checkbox"/>	Principal's name	
School email address: (confirmation of SWU will be emailed to this address)			
Date of request		DD/MM/YY	

