

MANDURAH PRIMARY SCHOOL

Attendance Policy

2020 - 2022



Rationale

Mandurah Primary School is committed to the continuous support and improvement of all students in a high care – high achievement environment which celebrates and embraces our diversity.

It is important that children develop habits of regular attendance at an early age. Students are more likely to attend and achieve at school if they feel accepted, valued, respected and included. Research suggests that staff morale also has a significant impact on student attendance.

At Mandurah Primary School, students are expected to attend all school days, unless they have a legitimate reason to be away.

At Mandurah Primary we will:

- Encourage positive, respectful relationships between staff and students. Talk with students. Ensure students know that staff at the school care about them.
- Implement strategies to address issues such as learning difficulties through Documented Learning Plans.
- Structure opportunities for all students to be successful and celebrated at something
- Schedule surprise special events on days with high absences
- Set and communicate high expectations of all students
- Allow students to influence what is taught or how it is taught. Consider the learning styles and needs of all students when planning lessons.
- Offer extra-curricular activities that give students additional motivation to attend
- Encourage parents to be involved in the school through the fundraising committee, mentoring children with homework, assisting in classroom reading
- Involve parents in school decision-making, through the school board
- Encourage parents to be positive about attending school and to establish routines that help students get to school on time
- Recognise the diversity of cultures represented at the school through special events such as Harmony Day, NAIDOC, welcoming ceremonies, greetings in various languages at the school entry and on parade
- Send congratulatory letters or postcards to students with improved attendance and/or their parents

The Mandurah Primary School attendance policy aims to highlight the warning signs of disengagement including frequent lateness, unexplained absences, social/emotional issues and health issues of the student and/or their family members.

We believe that working in partnership with students and families is the most effective way to engage non-attenders.

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 school. Important values to develop throughout Mandurah Primary School include:

- 'Every Day Counts'
- Working together to implement strategies to improve regular school attendance
- Acknowledging that attendance at school is the responsibility of everyone in the community.

MANDURAH PRIMARY SCHOOL

Attendance Policy



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Responsibilities

School responsibilities:

- Inquire parents/care givers when a student is absent from school – Integris Role.
- Associate Principal to Case Manage students who are falling into 'moderate at risk' attendance percentage.
- Communicate effectively and regularly with the community about expectations for attendance through the newsletter, website and school assemblies.

Teacher Responsibilities

- Teach students explicitly about the fore mentioned attendance expectations.
- Emphasise with students why attendance is important
- Reinforce/Reward effective attendance practices in class through the attendance reward room.
- Modelling punctuality (timeliness).
- Keep accurate attendance records clearly following DoE's guidelines for Lesson Attendance Codes.
- Delivering engaging lesson that caters for the learning needs of all students.
- Using a wide range of teaching tools and strategies.
- Developing awareness and cultural understandings of the student population
- Developing positive teacher -student and teacher –parent relationships.
- Setting high attendance expectations.
- Maintaining accurate class records and identify patterns of nonattendance.
- Notifying Associate Principal if student has been away from school on two consecutive days.
- Completing class roll at 8:50am and 12:30pm.
- Teachers are to follow up the signing of Individual Absentee Reports as follows:
 - Kindergarten – Year 2: staff are to get unexplained absences signed and explained at classroom door by parents who collect / drop off students. Any students who are not followed up will be questioned by Associate Principal.
 - Yr 3 & Yr 4 students will attempt to get unexplained absences signed by parents who collect / drop off students. If unable to get parent to sign unexplained absences, then notes are sent home with students on Tuesday afternoon.
 - Yr 5 & Yr 6 students. Unexplained absence notes are sent home with students and collected by classroom teacher.

Relief Teachers

- Fill out absent students on paper roll and have this roll returned to the office no later than 9:15am and 12:45pm.

Student responsibilities:

- Attend 100% of all school days.
- Be at school by 8:40 am
- Move to class on the first bell and be in class by the second.

Parent responsibilities:

- Ensure sure their child is attending school
- Emphasise with child why attendance is important and develop habits of adequate attendance practices
- Provide explanations when their child is absent.
- Attend attendance meetings when required

MANDURAH PRIMARY SCHOOL

Attendance Policy



Reporting and monitoring attendance

At Mandurah Primary School the monitoring of attendance is a high priority and the recording of absences are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:

- Phone contact with school officer or Associate Principal
- Website 'absentee form' submission
- Skoolbag 'app' form submission
- Written notification of absence
- Signed and explained Individual Absentee Report

Strategies

At Mandurah Primary School we use the following attendance strategies for students who drop below 90%

- Implement strategies to address individual student needs (whole school)
- Engaging with families and provide appropriate support (whole school)
- Reward Room incentive for students who have regular attendance 90%+ (fortnightly visits from week 3 – week 10)
- Gold, Silver, Bronze attendance certificates (termly)

School Officer

- Monitor attendance of students.
- Management and data entry of website and app form submissions for absent students
- Monitor late arrivals of students and produce late notes in a timely manner
- Record attendance of relief staff from paper rolls.
- Print out of Individual Absentee Reports
- Liaise with and assist in booking appointments for students requiring Case Management.
- Phone follow-up of Individual Absentee Reports
- Monitoring of conflicts/transfers of students into Student Attendance Reporting
- Accurate measure of attendance data for census

Associate Principal

- Monitor rolls daily to ensure attendance data is accurate and timely
- Ensure all relief teachers are made aware of roll marking procedures.
- Promote/Educate attendance requirements through student assemblies and other forums.
- Reinforce/Reward students with consistently high attendance. (Attendance reward room fortnightly)
- Case Manage students with attendance below 80% and/or identified as at risk.
- Meet with at-risk students, re-emphasise expectations.
- Implement improvement strategies for students with continued absences.
- Identify barriers to attendance.
- Coordinate appropriate support from Youth Engagement Coordinator and external agencies where required.
- Follow-up with staff and school officer about unexplained absences each week
- Contact parents about absences after two-consecutive days absent.
- Contact parents about absences every Monday morning.
- Meet weekly to discuss attendance at Administration meetings and discuss case management of students on attendance plans
- Collate and distribute attendance certificates for students across the school including students from Peel Language Development School

MANDURAH PRIMARY SCHOOL

Attendance Policy



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Principal

AS PER DOE REGULATIONS 4.1:

- Issues leave passes to students who have been granted permission to leave the school unaccompanied by a responsible adult
- Record and permit students as:
 - present for a half day when the student has attended at least two hours of instruction;
 - attending if they are on a school-approved activity;
 - authorized absence during the period of suspension;
 - authorized absence due to cultural/religious events.
- Students below 60% monitored by Principal in accordance with case management approach.
- Maintain documentation of all intervention strategies implemented in attempts to restore student's attendance
- Retain attendance records in accordance with the School Education Regulations 2000
- Reviews Semester attendance in conjunction with Associate Principal.

AS PER DOE REGULATIONS 4.2.1:

- Consults with regional officer (or officers) and informs parents advising of consultation with network or regional officer for students with irregular or chronic non-attendance after repeated efforts to work with parents to restore attendance has not been successful
- Revise any attendance improvement plan developed.

AS PER DOE REGULATIONS 4.2.2:

- Request a Formal Meeting if attendance or engagement in an educational program is not successfully restored through consultation with an appropriate network or regional officer.

AS PER DOE REGULATIONS 4.3:

- Comply with requests from regional offices and Central Office to provide information on student attendance.

Youth Engagement Coordinator – South Metropolitan Education Region

- Participate in case conferences where required
- Initiate involvement of outside agencies as needed.

Eligibility for Extra Curricular Activities

- Students with an attendance rate below 90% will be ineligible for extracurricular activities and excursions.
- These include (but are not limited to) NED Reward Days and sports carnivals.
- MPS may consider providing extraordinary permission for students with attendance rates below 90% due to extenuating circumstances.
- This does not impact upon any activities deemed to be curricular.

Additional Notes

Case Management

Case management processes are initiated where: Making contact with parents and carers for students who are absent without known reason is not successful in restoring attendance and the frequency of non-attendance is high.

Case management involves consulting and meeting with all relevant stakeholders including the student and parent to plan for improvement. One person from the school needs to be identified as the case manager. This person is responsible for coordinating all aspects of planning for the identified student.

MANDURAH PRIMARY SCHOOL

Attendance Policy



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Record Keeping

- Document and retain records on all contact with parent including telephone calls, messages, email, text messages, arranged meeting dates/times and home visits
- Document all intervention strategies used to address absence
- Student Attendance Intervention Plan Part 1 & 2 are documents used in case management approach (see appendix)

POLICY Arranging Parent Meetings

- Meeting at a time convenient to both parties.
- Communication requesting attendance in writing, discuss via telephone contact or a home visit.
- The conversation and time arranged noted.
- Home visits with a Youth Engagement Officer, notify the school when leave, how long, bring phone.
- Contact the parents the day prior and offer transport if needed.
- Letters of failure to attend meeting sent if Parents/carers fail to attend meeting

PLEASE SEE ATTENDANCE FLOW CHART & ACTION PLAN FOR IMPLEMENTATION OF THE ATTENDANCE POLICY AT MANDURAH PRIMARY SCHOOL.