



MADDINGTON
EDUCATION SUPPORT CENTRE

Attendance Plan

Policy Statement

Staff at Maddington Education Support Centre monitor and manage student attendance in accordance with the Department of Education's Policies and Procedures, in order to maximise the opportunities of all students to learn.

Regular and on time attendance enables children to access a full education optimising their opportunity to reach their full potential. School staff should set an example for students, encouraging and modelling attendance and punctuality. Successful people are well organised and start the day on time.

Research shows that students who are absent for more than 10 days per year are disadvantaged both educationally and socially. Some of the effects experienced by these students include:

- Gaps in students' knowledge and understanding resulting in missing basic concepts.
- Lack of continuity and familiarity resulting in them feeling less secure within the school environment.
- Loss of opportunities for play activities which improve social emotional and cognitive development.
- Missing out on learning important basics such as class rules and behaviour norms.
- Belief that punctuality and attendance are not important.
- Inability to maintain friendships resulting in isolation and possibly teasing.
- Loss of self-esteem and self-confidence.
- Increased likelihood of leaving school early.

Monitoring of school attendance enables identification of students at risk, as does the early implementation of intervention strategies. All school staff and parents/carers have a responsibility for the detection and assessment of the causes of school non-attendance. All members of the school community are expected to meet the requirements of attendance and work to the best of their ability to keep attendance for all students as close as possible to 100%.

PARENTS/CARERS RESPONSIBILITIES

Parents/caregivers are responsible for getting their children to and from school:

- Classroom doors open at 8:30am and the bell starts lessons at 8:45am
- Children must attend school on every day when instruction is offered unless the school receives a valid reason for being absent (e.g. illness/medical)
- Parents/caregivers must provide the school with an appropriate explanation for the student's nonattendance. A diary note, letter, phone call or medical certificate is required for each day of absence. Provide an explanation of student's absence within 3 days. Parents are asked to phone or SMS (Message You) the school by 9:00am if a student is to be absent.
- Parents/caregivers are required to let the school know if an extended absence is likely.

CLASSROOM STAFF RESPONSIBILITIES

All teachers will:

- Contact the parent via phone or email (make a note of this in the 'Notes' section of Integris)
- Keep accurate attendance records for every student enrolled at the school through Integris, using the correct codes.
- Record a student as present for half a day when the student has attended at least two hours of instruction.
- Keep notifications from parents, explaining a student's absence until the end of the year, when it will be collected and stored by Administration.
- Request notification from parents to explain a student's absence
- Attendance comment in Reporting to Parents.

ADMINISTRATION RESPONSIBILITIES

- SMS sent out parents at 10am each day
- Investigate reasons for the student's absence.
- Distribute letters to families where there are unexplained absences.
- Contact parents of students with attendance below 65% either by telephone or letter. This may lead to a case conference to identify attendance improvement strategies and the development of a documented plan.
- Coordinate consultations with families requiring an Attendance Improvement Plan.
- Support parents of students with attendance issues.
- Document all intervention strategies used to address student's absences and contact made, so that, should it become necessary to proceed to prosecution, it can be clearly established that all reasonably practicable steps to restore attendance have been taken.
- Where absence persists, offer the option of an attendance panel to the parent, the purpose being to restore regular attendance.
- Comply with the requests from Education Regional Office and Central Office to provide information on student attendance.

STRATEGIES USED TO ENHANCE ATTENDANCE

1. Telephone call/SMS home from Principal after 3 days of unexplained absences.
2. Letters sent to parents twice a term asking for an explanation of unexplained absences.
3. Breakfast Club program to encourage prompt attendance.
4. Engaging and motivating lessons, stemming from *IEP* meetings
5. Home Liaison by team members including Principal and SELCo for prolonged absences.
6. Notifying the community about attendance issues/successes in regular newsletter updates.
7. A case management approach wrapping additional support around students having attendance issues.

LESSON ATTENDANCE CODES

Codes for students attending on or off site

/ - Present code, this is the default setting in Lesson Attendance. E - Educational Activity

This code should be used when the student is participating in an approved educational program off school site, such as a Section 24, Alternative Attendance Arrangement, an excursion, work placement or programs such as PEAC. This code is not classified as an absence. This code is not to be used for students on the Participation List.

M - Medical or Sick Bay

The M code should be applied to students when they are on school grounds in the medical or sick bay. This code is not classified as an absence. Sick students who are not at school should be marked with an N – Notified as Sick.

W – Withdrawn

Where a student is withdrawn from school activities as a planned response to a breach of school discipline but is present at school. For example, when a student is sent to the office or a buddy class but is still at school. This code is not classified as an absence.

Codes for students who are late

L - Late

To be used when a student is late to school but is not late enough to be recorded as a half day absence. This code is not classified as an absence. NB: A student is absent if they have attended less than two full hours of continuous instruction.

Codes for Authorised Absences

R - Reasonable Cause

This code should be used when the principal has deemed the reason provided as acceptable other than an absence due to suspension, cultural absence, illness or family holiday (See code options below).

C - Cultural Absence

Absences authorised for cultural or religious significance to the family such as funerals, sorry time and religious observances. The principal should negotiate the duration of this absence prior to it being taken. If the absence extends beyond the number of agreed days, and no acceptable reason is provided, the additional absences should be recorded with an X (Unacceptable Reason).

N - Notified as Sick

Applied to a student whose reason for absence is due to illness. The principal may request a medical certificate.

V - Vacation

This code may be used when the absence has been negotiated in advance and the principal is satisfied that reasonable grounds for authorizing the absence apply.

Z - Suspended

This code is automatically recorded in Lesson Attendance by the Behaviour Module when a student is formally suspended.

Codes for Unauthorised Absences

U - Absence – cause not yet established

To be used when a student is initially absent from school and no explanation has yet been provided. Further follow up is required to establish a reason for the absence and once obtained, the code should be changed accordingly.

K - Unauthorised Vacation

This code identifies students whose parents have taken them on an in-term holiday and the principal has not authorised the absence.

X - Unacceptable Reason

This code is used when the school has sought an explanation but the response from the parent is not considered reasonable, and the principal does not believe it satisfies the requirements of Section 25 of the School Education Act 1999.

T - Truant

This is to be used for a student who is absent from school and an investigation has revealed that the student has truanted. This will usually require a teacher or parent witnessing the student leaving the school grounds or educational program without permission.

Target Area: What do we want to improve?	How can we achieve the target: Actions and Strategies	When and Who Resources/ Tools Required	Monitoring. What is needed to achieve the target?	How will we know if we have been successful.
Attendance and engagement in learning program at Maddington ESC	<p>Contact from classroom teacher and deputy about attendance and about student's progress with learning and other issues.</p> <p>Offer of assistance given to parent. Home visits may occur through team.</p> <p>Follow up with other agencies involved and meet with them to discuss any other action possible</p>	<p>Advisory teacher</p> <p>Letters sent home about attendance,</p> <p>Administration Officer</p>	<p>– text messaging system “ message you” – alert to non attendance</p> <p>SIS attendance records</p> <p>Letters sent home.</p>	<p>Attendance to increase</p> <p>Student Attendance data</p>

Follow up review meeting _____

Student signature_____

Parent / guardian signature_____

Long Term Goal: Improve daily attendance.