

Attendance Policy

To Be Revised	08/2018
This Version	08/2016
Previous Versions	
Related Documents	
Links With	<ul style="list-style-type: none"> • <i>Manual for Records Management: School, College and Campus Records.</i>
Related Legislation	<ul style="list-style-type: none"> • <i>School Education Act 1999 and Education Regulations 2000) Section 23, 24</i>
Appendices	Appendix I: Appendix II:

Introduction

Consistent attendance when enrolled at a school is an important aspect of a child's sense of belonging and access to learning opportunities and outcomes in a school environment. Students of compulsory school age resident in Western Australia must, on the days on which the school is open for instruction, attend the school at which he or she is enrolled or otherwise participate in an educational programme of the school whether at the school or elsewhere, unless specific exemptions apply, as required by the Principal, as set out in the School Education Act 1999.

The School recognises that the parent(s) of a child who is enrolled at school are responsible under the Act for ensuring their child is attending on a daily basis or are to provide an acceptable explanation for any absence.

Section 24 of the Act provides for arrangements alternative to attendance. Students who do not attend school regularly must be case-managed and encouraged to resume regular school attendance. The Act provides for persistent breaches of Section 23 to be referred to A School Attendance Panel and ultimately to a court of law.

Scope and Application

The attendance policies are relevant for parents, teachers, administrative staff and management. Matters of attendance are recorded daily and monitored over time and are the joint responsibility of all stakeholders.

Policy

The Parents are responsible for:

- Providing written or verbal notification to the administrative staff or class teacher stating the reason/s for the intended absence. If a student will be away for more than two days, a written request must be made to the Administrator. Written notification and requests will be retained on school file.

The Class Teachers are responsible for:

- Recording student attendance in the morning and afternoon in the Attendance Roll book, recorded as a half days attendance. These will be taken to the office at 9 am and 1.30 pm.
- Ensuring any verbal notification for an absence is reported to administration.
- Ensuring all written forms of explanation notes are provided to administration staff.
- Advising the administration staff when a student has been absent for 2 consecutive days without prior arrangement or explanation.
- Identifying students with attendance issues, by means of a noticed pattern of either non-attendance with or without an explanation, non-attendance that is authorised or non-authorised or habitual lateness.
- Informing the Education Coordinator of such information for an appropriate follow up.

The Administration Staff are responsible for:

- Providing each class with an up to date class register with contact details and a class Attendance Roll
- Issuing students with Late Notes to be given to their teacher.
- Entering paper and electronically filed copies of explanation notes, into the student's file and into School Database.
- Contacting parents either by telephone or email, when a student has been absent for 2 consecutive days without prior arrangement or explanation.
- Keeping detailed records of all contact, attempts at contact and the explanation given for the absence.
- Cross checking written notes received from the class teacher against the information recorded in School database.

The Education Coordinator is responsible for:

- Overseeing the accurate recording and rigorous monitoring of the attendance of all students;
- Identifying students with attendance issues;
- Implementing appropriate strategies to restore regular attendance for example arranging a parent-teacher meeting and assisting the teacher and parents to develop an attendance improvement plan.
- Contacting the School Attendance Officer at the Behaviour and Wellbeing Branch within the Department of Education to refer a student with chronic non-attendance.
- Ensuring all written explanations and medical certificates relating to each Register of Attendance is retained in the School for at least 6 months after the end of the school year.
- Ensuring all completed Registers of Attendance are retained in the School for 6 years from the last date to which they refer.

Recording Attendance

The School Education Act 1999 and School Education Regulations 2000 require that attendance records are kept showing for each day 'whether a student attended, or participated in an educational program; or failed to so attend and participate'.

Helena River Steiner School consistently and accurately records student attendance in both paper and electronic forms.

Class registers are marked off twice daily and the information is then recorded electronically in the School Management Database.

- A continuous absence not less than two (2) full hours' secular instruction is to be recorded as a half days attendance;
- A student arriving after 8.45 am or 1 pm will be deemed as late and must present to the Administration Office to be marked accordingly, with a late note issued to the student and to be handed to the class teacher before entering
- If a student leaves before the end of the usual school hours, parents are required to sign the student out and state the reason, which is then recorded in the School database;
- Students who participate in a school approved and off campus excursion or education activity are not to be marked absent;
- Students who are on suspension and are excluded from attending school will be marked as absent during the period of suspension.
- Attendance records such as attendance registers and class rolls must be kept for a period of seven (7) years. *Please refer to the Manual for Records Management: School, College and Campus Records.*
- Absentee notes that are separate from the students' records are to be kept for a period of two (2) years from the date of receipt and destroyed appropriately.
- Absentee notes that are included on a students' file must be kept for a period of twenty five (25) years from the date of birth. *Please refer to the Manual for Records Management: School, College and Campus Records.*

Monitoring Attendance

The monitoring of attendance is an ongoing process, ensuring consistent and effective identification and required actions.

Class Teachers and Administration Staff are required to monitor attendance and seek additional clarification from the Education Coordinator whenever necessary.

- Students can be signed in and out of school, by means of the Student Sign In/Out Register kept in the Administration Office;
- When a student has been absent for more than two (2) consecutive days, without an explanation, Administration will follow up with the parents/care-givers for an explanation. This can be done informally verbally or by email communication, with the information duly noted in the school database and communicated to the Class Teacher;
- If the absence is for a legitimate reason, no further action will be taken unless the frequency and/or number of absences give the school cause for concern. Class Teachers and Administration may seek further advice from the Education Coordinator;
- If it is established that there are no legitimate reasons for the absence, Class Teachers and Administration are to seek further advice from the Education Coordinator;
- If a student's attendance falls belows 90% over a ten-week period, Administration must inform the Class Teacher and Education Coordinator;
- If a student displays a pattern of lateness or early departure, Administration or the Class Teacher must inform the Education Coordinator;
- Administration should informally contact the parents'/care-givers and determine if there any issues happening within the household resulting in the absences;

- A Case Conference between the Parents'/care-givers, Class Teacher and Education Coordinator may be called to discuss and investigate the attendance issues, and implement intervention strategies to improve attendance;
- If there are no improvements in the student's attendance, the Education Coordinator will refer the student to the School Attendance Officer at the Behaviour and Wellbeing Branch within the Department of Education for further assistance.

Referrals to the School Attendance Officer

If a student has been identified as being a regular or chronic non-attender, and the implemented intervention strategies have not been successful, the student is to be referred to the district based School Attendance Officer and/or School Attendance Panel.

- The Education Coordinator must complete the appropriate form and forward this and any supporting documentation, including evidence of all reasonable and repeated efforts to establish contact and restore the student's attendance to the School Attendance Officer at the district office;
- Helena River Steiner School will work collaboratively and transparently with the School Attendance Officer and other stakeholders to restore the student's re-engagement and attendance;
- Helena River Steiner School will continue to monitor and reassess the student;
- Helena River Steiner School will comply with any requests from the School Attendance Officer and District office to provide information on attendance.

Non-government schools can find *Improving Attendance: A Resource Package for Schools* a useful guide to assist in developing strategies to improve attendance at:

<http://www.det.wa.edu.au/studentsupportbehaviourandwellbeing/detcms/navigation/behaviour/student-attendance/?page=4&tab=Main#toc4>

Additional advice and assistance in the case-management of students with attendance issues may be provided by the Department of Education, further information can be found at:

<http://www.det.wa.edu.au/education/schoolinfo/docs/Alpha%20Schools%20List%20-%20DO-Resource%20Page.pdf>

Procedures

Maintaining the record of attendance:

Daily:

- Students' attendance must be verified by the Class Teacher twice daily in the Attendance Roll - once during the morning session by 9 am and once during the afternoon session by 1.30 pm. After each roll call one or two of the students will take the Roll to the office where it will be entered into the School Database.
- Absences:
 - o Record absences by writing the letter "a" in the appropriate half day column.
 - o For any absences, a verbal or written explanation from the parent/guardian is required. This is noted electronically in the register by administrative staff.
 - o For any absences over 2 days, a written explanation from the parent/guardian is required. This is noted electronically in the register by administrative staff.

- All written explanations and medical certificates relating to each Register of Attendance must be filed in the order of date of receipt.
- Late Arrivals:
 - When an absence has been recorded and the student arrives later during the morning or afternoon session, place the letter “l” above the “a’ in the appropriate half-day column.
 - For Primary students who are late, the parent/guardian must fill in the “Late Register” in the Office as well as a “Late Note” for the student to take to their class.
 - For Kindergarten or Junior Primary students who are late, the parent/guardian must take the child to their respective class room.

At the End of Each Term:

Administrative staff must finalise the appropriate columns by:

- Entering the number of students entering and leaving the class during the week.
- Enter the total number of students in the class per week.
- Enter the half-day absences for each student if appropriate.
- Class teachers to sign the appropriate page of the Register.
- Forward the Register to the Education Coordinator who will initial the roll page.

Reporting unexplained absences

Extended Absences and School Tracking System:

- If a student is absent for two or more consecutive days without explanation, an absentee note must be forwarded immediately to the parent/guardian.
- If the absentee note or other adequate written explanations is not received within seven days of its dispatch to the parent or guardian, the matter must be referred to the Principal.
- If, after making thorough enquires, the Principal has received no explanation for the student’s absence or if the explanation supplied is not deemed as being genuine, the Education Coordinator must report this matter to the School Welfare Section, Education Department of Western Australia

Children Whose Whereabouts are Unknown

If it has been established that an enrolled student fails to attend school and all attempts to locate the student have failed, after fifteen (15) consecutive school days and the school has not received advice that the student has been enrolled at another school, the Education Coordinator is to refer to the "Children Whose Whereabouts are Unknown" list, available from the School Attendance Officer.

- The Education Coordinator is required to regularly review the "Children Whose Whereabouts are Unknown" list and provide any information on students who are known on the list to the School Attendance Officer.

Removing Students from Attendance Registers

Helena River Steiner School recognises that students may change schools throughout their educational years and must accurately record a student’s start and finish date.

- For students transferring from Helena River Steiner School, the Enrolment Officer will send a "Student Transfer Note" to the student's new school, clearly stating the starting and finishing date of the child's attendance at the school.
 - a. Section 21 of the School Education Act 1999 gives the Education Coordinator the authority to remove a student's name from the school's attendance records when there are reasonable grounds to believe that the student is enrolled in another school, enrolled in home schooling, is no longer resident in the state or has been granted an exemption under Section 11;
 - b. If a student leaves the school and a transfer note is not received and their whereabouts are unknown, the student is considered to be 'missing';
 - c. 'Missing' students must be reported to the Department of Education.
 - d. All records of students no longer attending the school will be filed under "Past Students" for a period of 7 years after their leaving.