

PARABURDOO PRIMARY SCHOOL ATTENDANCE POLICY



PARABURDOO
— Primary School —

Rationale: Once enrolled, students are expected to attend school on a regular basis, and positive attendance patterns will be fostered with all students as per DoE requirements. It is acknowledged that students with an attendance rate of less than 90% are at some form of educational risk, and all stakeholders must endeavour to maintain student attendance at 90% or more.

Research also shows that lower rates of school attendance and disengagement from school can be linked to unemployment, lower income, riskier health behaviour and contact with justice authorities.

Outcome: To monitor the attendance of all students and implement appropriate strategies to restore attendance if there are any issues.

- Students with attendance between 80% - 89% are considered to be at risk – indicated.
- Students with attendance between 60 – 79% are considered to be at risk – moderate.
- Students with attendance 59% and below are considered to be at risk – severe. Case intervention is necessary.

Process for recording attendance: Teachers are to use the SIS Lesson Attendance module to input daily lesson attendance data for both am and pm sessions each school day. The following codes are to be used to record students' lesson attendance:

/ = Present U = Absent (cause not established) K = Unauthorized Vacation

R = Reasonable cause for absence N = Notified as sick C = Cultural

L = Late (student arrives to school after 8:10 am)

Monitoring Attendance Parents/carers are to provide notification if their child has been/will be absent. This can be in the form of verbal notification or as written notification. If notification is not received within 3 working days from the start of the absence, the teacher will contact the parents/carers by either (1) phone (2) email or (3) letter. Upon receiving a written or verbal explanation, teachers need to change the "U" to the appropriate code in Integris. Notification from parents/carers needs to be documented in SIS by adding a note explaining the period of absence.

Absentee Procedure (Teachers role in green)

1. Teacher is to remind student that an absence explanation (verbal or note) is needed.
2. Form Absentee Report is produced by the School Based Attendance Officer (SBAO) every Friday and given to the teachers to follow up any unexplained absences that week. Note: after the initial weeks of school regular non-attendees are monitored and followed up by the SBAO.
3. Teacher contacts parents/carers to gain a verbal explanation of the absence. If a reason is given over the phone then the 'U' is changed to the appropriate code in the Lesson Attendance module with the reason noted. If a reason is not gained from this contact, a note needs to be made on the Form Absentee Report (noting form of, date and time of contact). Note: regular non attendees are monitored by the SBAO and do not require a follow up each week.

4. Form Absentee Reports are returned to the SBAO by the following Friday with comments. SBAO will make follow up calls and if still unable to obtain a reason, then a follow up letter will be sent home.

5. SBAO will send out absentee follow-up letters every three weeks.

If the absentee letter is returned completed, the reason will be noted in Integris, "U" converted to the appropriate code.

If the letter is not returned completed, SBAO will convert the "U" to an "X" (Unacceptable reason). If a reason is subsequently received, the "X" can then be converted to the appropriate code.

6. If still no response, the Deputy Principal and SBAO will conduct home visits regarding the unexplained absences.

An Individual Attendance Plan (appendix 1) will be created at this meeting to set targets and implement strategies for improving the student's attendance.

7. If regular attendance is not restored, a formal case conference between the parents, SBAO and Deputy Principal will be arranged. The Individual Attendance Plan will be reviewed/created at this case conference

8. If there is still no resolution to attendance concerns, the Network Attendance Coordinator involvement will be sought.

Moderate Attendance Monitoring (SBAO/DP) An initiative to make parents aware that their child's attendance is between 60-70% and look at ways to restore it to regular attendance. Send Moderate Attendance Letters to all students with moderate attendance for the term at the beginning of the following term (i.e.: term 1 students with moderate attendance will be sent letters at the start of term 2).

Ongoing Absentee Issues (SBAO/DP) In conjunction with classroom teachers, the SBAO will further investigate the reasons why the student is not attending e.g. an informal case management approach. An Individual Attendance Plan will be created for students with less than 90% attendance who have a recognizable pattern to their non-attendance (i.e. not for students who were sick with chicken pox etc.).

Referrals to the School Attendance Panel (SBAO/DP) If the student's attendance has not been successfully restored through the processes outlined above, the Deputy Principal is to refer the student to the School Attendance Panel. The Deputy Principal will implement the relevant strategies established by the School Attendance Panel and monitor the subsequent attendance of the student.

Children Whose Whereabouts are unknown (SBAO/DP/Principal) If a transfer note is not received when a student leaves a school, and the student cannot be located within a reasonable amount of time, usually around 15 school days, the student is known as 'missing'. The Deputy Principal is to place missing students on the Children Whose Whereabouts are Unknown list (CWU).

Aboriginal Students As part of the commitments in the Australian Government's "New Directions: An Equal Start in Life for Indigenous Students", Aboriginal students with an attendance rate below 90% require a documented plan that aims to improve their attendance. The documented plan should include targets for improved attendance, with specific strategies that will help address these targets. Note: dealt with at a school level.

Attendance Improvement Plan Paraburdoo PS is committed to improving the attendance of all students. Numerous acknowledgements are in place to reward and encourage excellent attendance, and these are regularly reviewed to ensure they are practical and achieving their intention. Incentives for excellent attendance include:

- Individual certificates (Gold, Silver and Bronze for students with 90 - 100% attendance) each term
- Assembly attendance draw is made for students attending 100% between Assemblies (recipients published in fortnightly newsletter)
- Individual acknowledgements for students who meet attendance targets in Individual Attendance Plans
- Term class celebration for class with the best attendance rate for the term
- Best attending class for the previous week presented with Certificate and perpetual trophy at each Welcome Assembly

Student Attendance Monitoring and Intervention Process

1. Student is absent without reasonable explanation. (Remember parents need to explain absences within 3 days).
2. Teacher reminds student to bring an explanation note.
3. Form Absentee Report produced every Friday.
4. Teacher contacts parents to get explanation of absence.
5. Form Absentee Report returned SBAO to follow up.
6. Deputy Principal and SBAO to conduct a home visit. Identify concerns and develop an Individual Attendance Plan if attendance is irregular or has fallen below 90%
7. Formal case conference with SBAO, Principal and parent(s) to review strategies and implement plan.
8. School Attendance Panel Convened to consider issuing of certificate and prosecution. Network/Pilbara Attendance Coordinator involvement. Attendance Restored Document and Monitor

Individual Attendance Plan

Date: _____

Student: _____ Year: _____

Teacher: _____ Current attendance: _____ % Days/week: _____

Term: _____ Attendance target: _____ % Days/week: _____ By: _____

Initial Target Behaviour

To improve student's attendance rate throughout the term.

To improve student's attitude towards school.

To support the student, establish a routine of school attendance.

Action Plan

Contact parents when student is absent.

Contact parents when student has attended school for a week to praise and encourage.

Whole class attendance plan with whole class incentive.

Individual weekly attendance plan for improvement in attendance.

Provide work that is at the student's level, interest and needs.

Negotiate individual incentive with student.

Suggestions for Recognition of Attendance Improvement

Teacher: _____

Date: _____

Guardian: _____

Date: _____

Student: _____

Date: _____

Principal: _____

Date: _____

PARABURDOO PRIMARY SCHOOL 2020 ATTENDANCE IMPROVEMENT PLAN

2020 (Covid Impacted) DATA COLLECTION

	Regular 90% or higher	Indicated 80-89%	Moderate 60-79%	Severe Below 60%	Unauthorised Absence
Semester 1	29%	41%	21%	9%	30%
Semester 2	47%	29%	18%	6%	54%

2021 DATA COLLECTION

Semester 1	36%	32%	27%	5%	49%
Semester 2	46%	27%	21%	6%	60%

2021 DATA COLLECTION Semester 1

Absence Types – half day absences

Enrolments	R	N	C	V	Z	U	X	T	K
Current	999	1436	194	14	4	1258	271	0	1100
All	1168	1448	194	14	4	1298	273	0	1140

Approved and Other Types

Enrolments	L	W	E	M	Q	Y
Current	362	16	392	8	0	0
All	2	0	2	0	0	0

2022 ATTENDANCE PLAN:

INFORMATION COLLECTED What do we know about the attendance profile	SCHOOL FOCUS Specific focus students or groups	TARGET OUTCOMES Percentage shift plus descriptors
<p>PPS's attendance rate in 2018- 21 has consistently been below the state average</p> <p>2018: PPS: 86.2% State: 92.6%. -6.4%</p> <p>2019: PPS: 88.2% State: 91.6%. -3.4%</p> <p>2020: PPS: 88% State: 91.9%. -3.9%</p> <p>2021: PPS: 83.6% State: 91%. -7.4%</p> <p>Absenteeism is not nationality specific, although local Aboriginal children do make up the majority of 'severe' attendance concerns; however figures are generally better than the State average.</p> <p>2018 -2% 2019 +2.5% 2020 +4.2% 2021 -4%</p> <p>Absenteeism other than illness, is often due to extended holidays, shift swing breaks, or family medical treatment including sibling births.</p>	<p>To continue to address whole school attendance issues</p> <p>Kindergarten and Pre-Primary student attendance levels.</p> <p>Students on extended holidays/weekends.</p> <p>Families / students who do not return absentee notes (unexplained absences).</p> <p>Students in the 'severe 'and 'moderate' attendance category.</p> <p>There will be specific case management of identified students in the 'severe' and moderate categories.</p> <p>2022</p> <p>Severe: Moderate:</p>	<p>WHOLE SCHOOL Regular attendance (87% or over)</p> <p>Unauthorised half day absences for current students to be reduced in 2022: From 29% (Sem 1 2019) to 20% or below.</p> <p>Unauthorised half day absences for current students to be reduced in 2022: Sem. 1 2019: 29% Sem. 1 2020: 30% Sem. 1 2021: 49% Target for Sem. 1 2022: 20% or less</p> <p>Sem 2, 2019: 44% Sem 2, 2020: 54% Sem 2 2021: 59% Target for Sem. 2 2020: % or less</p> <p>To reduce the number of students in the 'severe and moderate' category for attendance.</p> <p>YEAR LEVEL Regular attendance (90% or more) for the Pre-Primary cohort to increase from 32.2% 2021 to ... in Semester 1 2022.</p> <p>ATSI STUDENTS Aboriginal students regular attendance in 2020 was 38%</p> <p>Focus for Semester 1 2022 is to increase this to ...%</p>

STRATEGIC RESPONSE Ways we will achieve the target	STAFF MEMBERS RESPONSIBLE	TIME FRAME / FREQUENCY	RESOURCES REQUIRED
<p>Information given to parents during Parent Teacher meetings & newsletter (at least once per term) to focus on importance of attendance and parental responsibility. Teachers to outline the process around unexplained absences.</p>	<p>Class teachers School Officer / DP / Principal /SBAO (newsletter)</p>	<p>Once per term in school newsletter</p>	<p>Standard note outlining consequences of unexplained absences.</p>
<p>Principal to establish processes and proforma letters etc... Employ a School Based Attendance Officer by the conclusion of Term 1, 2022, to be Inducted by Deputy Principal and then undertake the Attendance co-ordination.</p>	<p>DP/SBAO Principal as signatory</p>	<p>2022 Term 1</p>	<p>Letters Shared Drive</p>
<p>100% class attendance to be shared on PPS Facebook page</p>	<p>SO</p>	<p>Daily – as occurs</p>	<p>Facebook</p>
<p>Individual Attendance Award certificates (Gold 100%, Silver 95%+, Bronze 90%+) presented each Term.</p>	<p>SBAO</p>	<p>Final Week Semester 1 & 2</p>	<p>Card, Laminating. Shared Drive</p>
<p>Students who have 100% attendance each week will be displayed on the school noticeboard. They will then be entered in an end of year raffle.</p>	<p>DP/SBAO</p>	<p>Each Whole School Assembly approximately 3 weekly</p>	<p>2 x sponsored prizes - \$300 yearly</p>
<p>Class weekly attendance award presented at Welcome Assembly for highest percentage in the school.</p>	<p>SBAO</p>	<p>Welcome Assembly Weekly</p>	<p>Certificate & Trophy Shared Drive</p>
<p>Class attendance records visually displayed on school noticeboard, week by week for each term. Including a whole school attendance graph.</p>	<p>SBAO</p>	<p>Weekly – Fridays</p>	<p>School noticeboard</p>
<p>Class attendance averages displayed in newsletter.</p>	<p>SBAO/SO</p>	<p>Fortnightly</p>	<p>Newsletter</p>
<p>Information regarding school attendance advantages promoted through school newsletter, on website and school Noticeboards regularly.</p>	<p>SO/SBAO/DP</p>	<p>Every second Newsletter</p>	<p>Newsletter</p>
<p>Attendance information promoted in Induction meetings and at Stepping Stones (Kindergarten induction meetings).</p>	<p>P</p>	<p>As Inductions occur End of each year.</p>	
<p>Letters sent to parents each term regarding attendance concerns when identified in moderate and severe categories.</p>	<p>SBAO</p>	<p>Final Week of each term.</p>	<p>Standardised. Shared Drive</p>

Attendance percentages displayed on Semesterly, Pupil Reports.	Automated	Semesterly	
Section 24s will be strongly promoted in Parent Inductions, Newsletters and when it is known that families will be absent for a notable period (2+ weeks). A Section 24 is a formal agreement between government schools which allows a child to be temporarily enrolled for a period of approximately 2 – 6 weeks. The host school is responsible for reporting attendance and the child's academic performance to the school of origin (us).	P/DP/SBAO/SO/Teachers	As arises	Shared Drive
Teaching staff to: <ul style="list-style-type: none"> • use the correct code for students on extended holidays and long periods of illness. All holidays during term to record a 'K'. • Weekly classroom print out of U code follow up • record reason for absence including those given verbally. • follow up on absenteeism promptly (within a week) through email, meeting, Connect, phone calls etc. • after 2 unsuccessful attempts to contact parents and all attempts logged in Integris, a referral to the SBAO who will follow up with phone calls and possibly home visits. • Communicate with parents and students their ineligibility to attend 5-Keys luncheon or receive Awards where high attendance is part of the selection criteria. 	Class & specialist teachers Class & specialist teachers Class teachers DP (Attendance), SBAO Class teachers SBAO	Daily Daily Daily Needs basis Needs basis Weekly	Integris Lesson Attendance Codes document Integris document
Implementation of the Message U automated system to notify parents of absence. <ul style="list-style-type: none"> • Messages to go out at 10:30am each morning. • Students who are late to school (after 8:10am) will need to sign in and collect a late note from the front office. This will be recorded by school officer including a reason for being late. Regular lateness will be followed up by SBAO and Deputy. 	School Officer Class teachers School Officer SBAO/DP	Daily @ 10:30am Daily from 8:10 am	Message U software

STRATEGIC RESPONSE Ways we will achieve the target	STAFF MEMBERS RESPONSIBLE	TIME FRAME / FREQUENCY	RESOURCES REQUIRED
'How to print note reminders' to be included in the 'Weekly Memos' and Teacher Induction.	Deputy Principal/SBAO	Week 1 of each term and as needed	
Classrooms with the highest termly attendance rate to be acknowledged with any icy-pole	DP (Attendance) SBAO	Termly	icy-poles - \$70 (Attendance cost centre)
All acknowledgements of high attendance to be promoted in the newsletters and Facebook.	DP (Attendance),SBAO	Termly newsletters	
SBAO /Deputy Principal to: <ul style="list-style-type: none"> • print 'Attendance Analysis Reports' weekly and make recommendations to staff. • monitor rolls weekly for students at risk. • track and provide feedback to staff and parents for students with high unexplained absences. • generate SIS reminder notes, with note attached outlining consequences for unexplained absences. • Identify students that would benefit from being on an attendance plan. Track students attendance and celebrate with them when targets are met 	DP (Attendance), SBAO DP (Attendance), SBAO DP (Attendance), SBAO DP (Attendance), SBAO DP (Attendance), SBAO	Weekly Weekly Weekly Weeks 4, 7 & 10 of every term Needs basis	\$150 – stationery rewards

STRATEGIC RESPONSE Ways we will achieve the target	STAFF MEMBERS RESPONSIBLE	TIME FRAME / FREQUENCY	RESOURCES REQUIRED
School Leaders to: <ul style="list-style-type: none"> Track teacher use of registration tab for attendance and distribution of unexplained absence letters. ensure training on SIS Lesson Attendance for new staff. initiate process to appoint 'badged attendance officers' for home liaison visits. 	Principal & Deputy Principals Principal & Deputy Principals Principal & Deputy Principals	Daily Needs basis Term 1, 2022	'School Attendance Officer' badges created
SAR conflicts and faults to be checked	School Officer	Fortnightly	
Healthy food and hygiene tips to be included in the newsletter to try to reduce the incidence of illness. Including use of antiseptic handwash.		Once per term	

Footnotes

- Education of parents regarding the importance of attendance is key. If your child misses X, this extrapolates to Y.
- A targeted approach is required for those whose attendance is consistently poor and impactful on school life.
- It is not realistic to penalise students for poor attendance when it is not generally within their control. However, high attendance may be criteria used for acknowledgements and reward/award eligibility.
- We do not encourage unwell children to school just to maintain attendance.
- Teachers have a responsibility to make connections and develop relationships with parents and students therefore attendance follow up is expected. Support will be provided, as with behaviour or academic concerns, when attendance cannot be improved through standard classroom practise and approaches.
- The Department of Education does not encourage remote learning, work packages or additional workload on teachers when students are absent due to holiday. Students can enrol in SIDE or Home Schooling (this requires extensive registration processes for the parents). Remote and Work Packages are only provided to students under exceptional circumstances such as the 2020 Covid lockdowns.
- Attendance is not linked to Good Standing however eligibility for some awards, rewards or programs may include the criteria of high/regular attendance.
- Students who are regularly late will be supported through this policy and follow similar guidelines i.e. the class teachers will address concerns at the initial instance, however no change in punctuality behaviours will be supported by the SBAO and Deputy.