



MENZIES COMMUNITY SCHOOL

Pukulpa Nintirrinkula
Happy Learning

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Attendance Policy

Policy Statement

As a WA Government school, Menzies Community School must 'monitor and manage student attendance in order to maximise the opportunities of all students to learn'. (Reference – DoE Student Attendance in Public Schools Policy, page 2).

Rationale

All schools in Western Australia are committed to providing safe and supportive learning environments for all students which address their educational needs. Regular and consistent school attendance and participation are essential for all students' social and academic learning.

Menzies Community School expects students to attend school regularly and to participate fully to gain maximum benefit from schooling. Regular attendance enables students to access a full education, enabling them to reach their full potential.

References

When creating this policy, the following policies and websites were consulted:

- School Education Act 1999
- School Education Regulations 2000
- Department of Education Student Attendance Policy and Procedures 2018
- Department of Education Students Whose Whereabouts Unknown Guidelines and Procedures
- Department of Education Toolkit Student Attendance Toolkit
<http://ecm.det.wa.edu.au/connect/resolver/view/SATK12T001/latest/index.html>

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.

Menzies Community School:

- is committed to promoting the key message "every day matters";
- monitors, communicates and implements strategies to improve students' attendance; and
- believes attendance at school is the responsibility of everyone in the community.

Responsibilities

Administration responsibilities:

- promote student attendance through clear statements of expectations and procedures;
- promote attendance through regular articles when communicating with parents/guardians and the wider school community.
- develop and implement rigorous and effective systems to record and monitor attendance;
- ensure that student attendance is recorded in every class;
- maintain accurate attendance records in both the School Information System (SIS) and Student Attendance Reporting (SAR);
- prompt processing of student transfers;
- monitor and analyse school attendance records each month in SAR;
- respond to parent requests for absences for vacations during the school term;
- generate and distribute letters for all students with unexplained absences in Weeks 4 and 9 of each term;
- generate letters to parents whose children are in the 'moderate' and 'severe' categories in Weeks 5 and 10 each term;

Our Vision

In partnership with our families, Menzies Community School provides a supportive learning place to build students of culture and character who contribute to the world.

- provide ongoing monitoring and support for students in the 'moderate' and 'severe' categories, as well as support for their teachers and parents/carers;
- ensure Attendance Plans are developed as required;
- support teachers to develop Attendance Plans;
- develop Responsible Parenting Agreements in conjunction with parents/carers as required;
- invite families to Attendance Advisory Panels as appropriate and complete all required documentation;
- consult with Regional Office when student attendance concerns continue; and
- provide resources and templates to assist teachers to complete their attendance responsibilities.

Teacher responsibilities:

- promote and encourage attendance;
- monitor and record each student's attendance in SIS with 100% accuracy, twice daily;
- seek advice from administration if unsure about what absence code to use (see Appendix A);
- record 'notes' against all absences in SIS – notes to include the name of the person who notified the teacher of the absence, the reason for the absence, the student's expected date of return to school, the teacher's initials and the date the notification was received;
- print hard copy of notes and retain for archiving at the end of the school year;
- follow up on all unexplained absences in person, via text/email/phone or by contacting emergency contacts
- if efforts to follow up on unexplained absences are unsuccessful, generate unexplained absence letters in SIS;
- notify administration when students have been absent for 10 consecutive days and the reason is not known;
- develop and monitor Attendance Plans for students in the 'moderate' and 'severe' category with support from administration;
- refer parents/carers to administration to discuss requests for vacations during the school term; and
- provide parents/carers with activities, websites, apps etc. for their children to complete when they are unable to attend school for acceptable reasons.

Student responsibilities:

- attend school at all times when the school is open for instruction;
- arrive at school and attend all classes on time;
- remain on the school premises during school time unless they have the permission from both their parent/carer and the school administration to leave;
- complete any work that is missed due to absences if requested by the teacher; and
- work cooperatively with the school and be actively involved in improving their attendance.

Parent/Carer responsibilities:

- ensure their child attends school at all times when the school is open for instruction (see School Education Act, 1999);
- promote and provide organisational support to their child to allow them to attend school and participate on all designated school days;
- ensure their child is on time for school each day;
- notify the school on the first day of their child's absence;
- notify the school in advance if an absence is planned;
- support their child's learning during continued or prolonged absences through completion of educational activities;
- work cooperatively and collaboratively with the school to develop and implement improvement strategies when their child's attendance has been inconsistent due to reasons deemed unsatisfactory by the school;
- work cooperatively with the school to support their child when returning to school after prolonged absences;
- contact school administration staff to discuss and seek authorization for vacations during school terms; and

- ensure the school has correct and up to date contact details.

Ratified by Menzies Community School Staff on 21 September 2021

Review Date: 2024

Appendices

Appendix A: Lesson Attendance Code Descriptions

Appendix B: ATTENDANCE LETTER 1

Appendix C: Intervention Checklist

Appendix D: ATTENDANCE LETTER 2

Appendix E: Questions for Attendance interview

Appendix F: Individual Attendance Plan

Appendix G: ATTENDANCE LETTER 3

Appendix H: ATTENDANCE LETTER 4

Appendix I: Summary of previous strategies

Appendix J: Responsible Parenting Agreement

Appendix K: LETTER OF REQUEST TO CONVENE AN ATTENDANCE ADVISORY PANEL