



# Freshwater Bay Primary School

## Student Attendance Policy

### Rationale

Freshwater Bay Primary School monitors and manages student attendance in order to maximise the opportunities of all students to learn. Student attendance is a critical factor in school success. The relationship between attendance and positive engagement with educational programs is well researched. Children with poor attendance are at higher risk academically and socially and are less likely to complete their secondary education.

### Student attendance records:

- Accurate attendance records must be kept for all students at the school. Classroom teachers are responsible for maintaining a daily record using Compass lesson attendance.
- When a student is absent from the school a parent has a responsibility to inform the school why the student was absent. Parents may provide this information verbally, in writing or by digital means.
- If parents do not inform the school and absence persists more than two days, the classroom teacher should contact the parent to check in with the family.
- Should no explanation be received, administration will produce follow up letters, to be sent home in week four and eight of each term. Letters will be returned to the office for data entry.
- Teachers should store all correspondence related to absences in their class. This correspondence should be forwarded to the Administration at the conclusion of the year.
- Students leaving the school during the school day are issued with a leave pass and must be signed out of the school through the school office. Should students be off the school grounds at the time of signing out, they must be signed out in Compass by the teacher in charge.
- Students who are late for the school day need to attend the school office to sign in via Compass Kiosk and receive a Late Note which will be given to the class teacher by the student.
- A Compass note entered by a parent describing early pick up or late arrival must not be authorised by the school office until the pick up or drop off actually occurs.

**When student attendance is below 90% or identified as a concern:**

1. Student attendance and late notes will be reviewed by Administration in Week Five. All children whose attendance is deemed to be of concern (below 90%) will receive an attendance concern letter or a phone contact. ([Letter One – Attendance Concern](#)). [Letter Five - Late Arrival at School](#)
2. Parent meetings and individual plans for children with continuous poor attendance will be initiated at the discretion of the Associate Principal. ([Letter Two – Attendance Case Conference](#)). (NB: All Aboriginal students with an attendance rate below 80% require a documented plan) This meeting should:
  - a. Identify issues concerning the student's absence
  - b. Plan improvement strategies
  - c. Develop a documented Attendance Management Plan which provides structures to support parents to improve their child's attendance, sets clear improvement targets and a review date
  - d. Document all attendance actions and interactions with parents
3. Should attendance not improve following a period of case management the school will consider the use of a formal meeting after consultation with a Regional Attendance Officer. Formal meetings should consider the factors identified for individual plans, feedback from regional Office staff, Responsible Parenting Plans and possible connection with outside support agencies ([Letter Three – Attendance Formal Meeting](#) ; [Letter Four – Attendance Formal Meeting](#))
4. Should attendance not improve following the implementation of strategies from a Formal Meeting, an Attendance Advisory Panel process will be initiated as per Department of Education Guidelines ([Letter Six – Attendance Panel](#)) Consultation with the School Engagement Team is recommended. [Attendance Advisory Panel Checklist](#)
5. Should attendance not improve following an Attendance Panel consideration of a referral to DCP or prosecution under the School Education Act could be enacted.