Currambine Primary School
Student Attendance Policy

Rationale

When a student is enrolled in the Public School System, the School Education Act 1999 requires the student to attend the school site or an off site program as directed by the principal.

Student attendance is a critical factor in school success. The relationship between attendance and positive engagement with educational programs is well understood. Children with poor attendance are at higher risk academically and socially and are less likely to complete their secondary education.

Guidelines

- The School Principal must ensure that accurate attendance records are kept for all students at the school. At Currambine Primary School classroom teachers must maintain a daily record using Integris lesson attendance.

- When a student is absent from the school a parent has a legislative responsibility to inform the school why the student was absent. A aren’t may provide this information verbally, in writing or by digital means. Where a reason has not be provided the school will SMS the parent seeking an explanation. SMS messages will be sent out at 9.45 each day. Should no explanation be received, letters will be forwarded home by mail 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.

- Children who are late for the school day need to attend the school office to receive a Late Note which will be given to the class teacher by the student.

- Student attendance and late notes will be reviewed by sub-school leaders in week five. Following consultation with members of the sub-school all children whose attendance is below 90% without reasonable cause will receive an attendance concern letter. Attendance
improvement letters maybe issued as required.

- Case Management Plans and parent meetings for children with continuous poor attendance will be initiated at the discretion of the team leader. All Aboriginal students with an attendance rate below 80% require a documented Case Management Plan.

- The Case Management meeting should
  - Provide the parents/guardians with documents related to non attendance
  - Provide parents/guardians the opportunity to contribute and ask questions
  - Develop a documented Attendance Management Plan
  - Ensure the plan includes structures to support parents to improve their child’s attendance
  - Ensure the plan identifies concise improvement targets, clearly understood implementation strategies, positively reinforces improved attendance and a review date

- Should attendance not improve following a period of case management the school will consider the use of Regional Attendance Officers or may refer the matter to an attendance panel.

Appendix One: Attendance Alert letter

Appendix Two: DOE Attendance Intervention Flowchart