



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. Parents 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 am 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. The continued no communication of an unexplained absence can result in the absence code being changed to an (X) unauthorised absence at the discretion of a member of the school executive.
- 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.
- 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 Associates in Week Five. Following consultation with members of the sub-school all children whose attendance is deemed to be of concern will receive an attendance concern letter or a phone contact. Attendance improvement letters may be issued as required (Letter One).
- Case Management Plans and parent meetings for children with continuous poor attendance will be initiated at the discretion of the sub school Associate Principal. All Aboriginal students with an attendance rate below 80% require a documented Case Management Plan (Letter Two).
- 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 a formal meeting with consultation occurring with Regional Attendance Officers. Formal meetings should consider the factors identified for case management plans, feedback from regional Office staff, Responsible parenting plans and possible connection with outside support agencies (Letter Three)
- Should attendance not improve following the implementation of strategies from a Formal Meeting an Attendance Panel process will be initiated at the Network Level as per Department of Education Guidelines (Letter Four)
- Should improvement not improve following an Attendance Panel consideration of a referral to DCP or prosecution under the School Education Act will be considered.

[Letter One Attendance Concern](#)

[Letter Two Attendance Case Conference](#)

[Letter Three Attendance Formal Meeting](#)

[Letter Four Attendance Panel](#)

[Letter Four Late Arrival at School](#)

[DOE Attendance Intervention Flowchart](#)