



Attendance, Illness and Truancy Policy

Aims

- A. To keep accurate attendance records.
- B. To be aware of the reason for absences and to monitor long term attendance of students.
- C. To minimise the impact of frequent or extended absences on a student's wellbeing and educational outcomes.

Definitions

- A. **Authorised Absence** - An absence where the reason provided by the parent is considered to be legitimate and deemed acceptable by the Principal.
- B. **Non-Attending Students** - A non-attending student includes one whose:
 - location is known but they are not actively engaged in an education program;
 - contact is still possible with themselves or their parent/s but they are not engaged in an education program.
- C. **Student Whereabouts Unknown [SWU]** - children who are missing from schools and educational programs in Western Australia.
- D. **Unauthorised Vacation** – in-term family holiday that is not deemed necessary by the Principal.
- E. **Alternative Attendance Arrangements** – a documented arrangement between Principal and parent made under Section 24 of the *School Education Act 1999*, enabling a student to attend an education program away from the school site whilst maintaining their enrolment.
- F. **Curriculum Offsite** - Offsite or external study outlined in individual support documents, sanctioned by the Principal under Section 24 of the School Education Act.

Principles

- A. Establishment and maintenance of a positive attendance career will be encouraged for all students.
- B. Accurate attendance records will be kept for each student.
- C. Attendance documentation will be retained.
- D. Persistent student absence will be addressed.

- E. Assistance will be sought from outside agencies to improve attendance.
- F. Alternative attendance arrangements are supported when in the best interests of the student and in accordance with Section 24 of the *School Education Act 1999*.
- G. In-term vacations are discouraged and will only be deemed an authorised absence at the discretion of the Principal.

Responsibilities

A. Board

1. Monitoring and revising this policy as needed.

B. Principal

1. Monitor trends in attendance records.
2. Oversee records to ensure that accurate and current records of enrolment and attendance on EasySchool are kept.
3. Follow up truancy cases and/or refer them to relevant agencies as specified in this policy.
4. Meet with parents and develop attendance plans in the event that absence or late arrivals impact on student wellbeing.
5. Review Students Whereabouts Unknown [SWU] lists supplied by AISWA.
6. Initiate and Submit SWU request forms in all instances of absence that exceed 15 days.
7. Oversee attendance Census.
8. Record whether an absence is authorised or unauthorised.
9. Send Unauthorised Vacation letters.
10. Approve Alternative attendance arrangements, in accordance with Section 24 of the *School Education Act 1999* and keep records within Individual Education Plan (IEP).
11. Arrange access to an educational program for a student who has a physical and/or mental health condition and/or health care needs and who cannot attend the regular site.
12. Follow up on all cases of attendance that is under 90%.
13. Retain attendance records and Intervention Records in line with School Education Regulations.
14. Sanction Curriculum Offsite arrangements.

C. Administration Staff

1. Update the hard copy enrolment register.
2. Keep EasySchool enrolment records up to date.

3. Inform the Principal of 'Unauthorised Vacation' notifications from parents.
4. Manage Transfer Notes.

D. Teaching Staff

1. Keep half day attendance records and monitor attendance of students in their class.
2. Record students as present for a half day when the student has attended at least two hours of instruction.
3. Record arrival times in the event of persistent late attendance.
4. Initiate parent meetings with parents of non-attending students or where absences are affecting a students' achievement of outcomes or social wellbeing.
5. Develop Documented Plans [Individual Education Plan or Collaborative Action Plan] for students who are at Educational Risk due to absence. *See Behaviour Guidance Policy.*
6. Liaise with Allied Health professionals and parents to develop documented plans including Curriculum Offsite arrangements.

E. Parents

1. Assist their child to arrive at school on time or to minimise the impact of late arrival.
2. To keep teachers/ administration informed of reasons for absences.
3. To work cooperatively with the school if their child is absent chronically or for an extended period.
4. Support child and school in implementation of Individual Education Plan and alternative attendance arrangements.

Related Legislation

- A. School Education Act 1999
- B. Education Regulations, 2000
- C. Children and Community Services Legislation Amendment and Repeal Act 2014 (WA)

Related Kerry Street Documentation

- A. Procedures and Forms including:
 1. Attendance, Illness and Truancy Procedure
 2. Student Whose Whereabouts is Unknown (SWU) request form
 3. Unauthorised Vacation Letter
- B. Policies including:
 1. Students at Educational Risk Policy

- 2. Behaviour Guidance Policy
- 3. Records Management Policy
- 4. Privacy policy
- C. Attendance record (Class Rolls)
- D. EasySchool attendance Record
- E. Record of phone messages
- F. Enrolment Register

References

- A. Improving Attendance: A resource package for students, Government of Western Australia
- B. Student Attendance and Educational Outcomes: Every Day Counts, Telethon Institute for Child Health Research

Contact Person

Enquiries relating to this policy should be directed to the School Principal or the Board Chair.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Authorisation and Review

- A. This policy was authorised by the Kerry Street Council on 14 March 2005.
- B. Reviewed by meeting of staff and council on 13 January 2006.
- C. This policy was reviewed September 2012.
- D. Reviewed September 2013.
- E. Reviewed 19 September 2016.
- F. To be reviewed February 2018.
- G. Reviewed March 2019.

Revision History

Date	Revision	Detail
01/07/2019	V2	Policy reviewed - procedures separated from policy, legislation update, minor edits