

Attendance Policy and Guidelines



2024-2026

Review date: June 2026

Rationale

The school monitors and manages student attendance in accordance with the Department's Student Attendance Procedures in order to maximise the opportunities for all students to learn.

Policy Rules

The school manages student attendance, which includes:

- Maintaining accurate attendance records
- Responding to Department requests for reporting and disclosure of attendance data
- Managing alternative attendance arrangements, where these are appropriate
- Addressing student absence
- Developing plans for students with persistent absence
- Retaining all relevant documentation

Regional Executive Directors will assist in the management of cases of persistent student absence in accordance with the Student Attendance Procedures.

Attendance Records

The principal will:

- Keep accurate attendance records for every student enrolled at the school that can be reproduced in a written form if required
- Record whether a student's absence was authorised or unauthorised
- Issue a leave pass to a student under the age of 18, who has been granted permission to leave the school unaccompanied by a responsible adult
- Record a student as: a) present for a half day when the student has attended at least two hours of instruction, and b) present if they are on a school-approved activity or attending off-site under a Section 24 arrangement

Students with Ongoing Illness and/or Health Conditions

Where a student has a mental or physical illness and/or health care needs which may impact on their ability to attend the usual school site, the principal will:

- Inform the parent of a student under the age of 18 and the student of the student's right to an educational program and actively engage the parent and the student in negotiating access to a relevant program
- 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
- Follow the procedures described in the School of Special Educational Needs: Medical and Mental Health (SSEN:M&MH)

Student Absence

The principal will:

- Request a reason for a student's absence be given to the principal's satisfaction
- Where a student is participating in a Section 24 arrangement, manage the student's attendance in conjunction with the alternative school or provider
- Where a student's attendance is below 90% or is identified as a concern: a) investigate the reasons for the student's absence, b) organise a parent/teacher meeting and/or case conference at the earliest opportunity to identify issues concerning the student's absence, c) plan improvement strategies and d) include identified attendance improvement strategies in a documented attendance plan

Persistent Student Absence

The principal will develop and implement an attendance improvement plan consisting of:

- A consultation phase, including a formal meeting phase if attendance is not successfully restored through actions taken as a result of consultation
- A process to monitor and review engagement with any plan or agreement developed in the formal meeting

- Document all intervention strategies used to address a student's absence, so that, should it become necessary to proceed to prosecution, it can be clearly established that all reasonably practicable steps to restore attendance have been taken
- Where absence persists, the principal will offer the option of an attendance panel to the parent, the purpose of which is to provide advice and assistance to restore regular attendance

Missing Students – students whose whereabouts are unknown (SWU)

If a student cannot be located within 15 days of the start of an absence, and their parent/s cannot be contacted, the principal will:

- Complete an SWU Request form and email it to the Student Tracking Coordinator at Student.Tracking@education.wa.edu.au
- Retain the student on the school's current enrolment register until email notification is received from the Student Tracking Coordinator that the student has been placed on the SWU list