



Attendance Policy



Rationale

Once enrolled, the student is expected to attend school on a regular basis and positive attendance patterns will be fostered with all students by the school as per DET requirements.

Outcome

To monitor the attendance of all students and implement appropriate strategies to restore attendance if there are any issues.

Process

1. **Recording Attendance:** Teachers are to use Integris and follow the appropriate procedures.
 2. **Monitoring Attendance**
 - a. Parents are to provide a note if their child is absent. If a note is not received within 5 working days, the teacher will contact the parents by phone or letter. Upon receiving a written or verbal explanation, teachers need to change the "U" to an "R" in Integris. Verbal notification from parents needs to be documented in Integris.
 - b. **Attendance Procedures:**
 1. Recognition of Attendance: Indigenous students will have a wall chart in the Homeroom for them to fill out. Regular attendance over 5 days will be rewarded with a token prize. A sports prize will be earned for continual attendance over a 50 day period.
 3. **Absentee Procedure:**
 1. If the teacher has not been able to obtain an explanation from the parents, the relevant details will be emailed to the Deputy.
 2. If parents are not contactable, a School based "Please Explain" letter will be sent home.
 3. Parents are phoned or contacted via letter and invited to school for an informal meeting or, informal home visits will be made by Deputy and ALO.
 4. A formal case conference is arranged with the local Youth Support Officer, Jamie Emmerton, in attendance.
 5. District Office involvement is sort.
 - b. At the end of each fortnight the Deputy will generate a list of students who have fallen below an 80% attendance rate and the school will further investigate the reasons why the student is not attending school eg: an informal case management approach.
 - c. If unsuccessful, the School Based Youth Support Officer is to be formally notified.
- ALL DOCUMENTATION IN THIS PROCESS IS TO BE GIVEN TO THE SCHOOL BASED YOUTH SUPPORT OFFICER.**
4. **The School Based Youth Support Officer**

Upon receiving the correctly filled form and the appropriate documentation, the Officer and the School will work collaboratively to restore the student's attendance.
 5. **Children Whose Whereabouts are unknown**

If all attempts have failed after 10 days and the school has not received advice that the student has enrolled at another school, the school Principal is to contact District Office and contact Nynke at BSWR in Central Office. After 15 days, the Principal will refer the student to the "Children Whose Whereabouts are Unknown List" through the RAPOfficer (the Principal will regularly review the List and advise the RAP officer if a child has enrolled at the school).
 6. **Referrals to the School Attendance Panel**
 - a. If the student's attendance has not been successfully restored, the School Principal, in collaboration with the RAP officer, is to refer the student to the School Attendance Panel.
 - b. The School Principal will implement the relevant strategies established by the School Attendance Panel and monitor the subsequent attendance of the student.