



Bertram Primary School Attendance Policy

Introduction

Bertram Primary School recognises that students need to attend school on a regular basis to gain the maximum benefit from schooling in order to optimise their life opportunities. At Bertram Primary School we understand that for maximum transfer of knowledge 95% percent attendance is necessary. Attendance lower than 95% could impact on academic standards.

At Bertram Primary School there is an expectation that once enrolled, students will attend on a regular basis, and positive attendance patterns should be fostered. It is our focus to wrap positive support around each student to maximise their attendance.

Recording Attendance

Bertram Primary School will ensure that accurate attendance records are kept for each student enrolled at the school. This includes recording attendance for morning and afternoon sessions for kindergarten, pre-primary and primary students. The following codes are used by teachers to record attendance electronically on Integris:

- U – Unexplained Absence (cause not established)
- R - Reasonable Cause
- E – Educational Activity (PEAC, transition visits NOT excursions)
- L – Late (if the student arrives after 9:30am or leaves before 1:30pm)
- C – Cultural / Religious
- N – Notified as Sick
- V – Vacation

Responsibilities of Teacher:

- Attendance roll to be completed in Lesson Attendance on Integris by 10:00am and 1:30pm daily using correct attendance codes.
- Absentee notes are to be collected by teachers and entered into the Comment window of Lesson Attendance for the corresponding date/s.
- Verbal explanations for absences are entered in the Comment window indicating that the advice was given verbally and identifying who provided the explanation for the absence/s.
- The staff member entering comments in Lesson Attendance will identify themselves by putting their initials at the end of the comment.
- On the third consecutive day of absences the class teacher is required to contact the parent/caregiver to check on the student and record the reason for absence.
- Contact parent/caregiver if you have concern with lateness.
- Report any attendance concerns (including regular lateness) to the Attendance Deputy.
- Distribute Unexplained Absence letters (printed by lesson attendance coordinator) and record the explanation subsequently provided by the parent/caregiver on Integris.
- Document Individual Education Plans for Aboriginal students with an attendance rate of less than 90%, all students under the care of DCP and those students at Severe Risk due to their attendance, have these signed by parents/caregivers and save these according to school protocols.

Responsibilities of the Lesson Attendance Coordinator:

- Produce and distribute follow up letters for unexplained absences for LA teachers every 2 weeks (even weeks).
- Produce reward certificates for zero unexplained absences for LAs for assemblies.
- Produce individual reward certificates for students with an attendance rate of 98% or above at the end of each semester to be presented at an assembly.
- Review absences for each fortnight.

Responsibilities of the Attendance Deputy:

- Create a 'Hotlist' for students whose attendance falls below 90% and monitor these students weekly.
- Analyse attendance fortnightly monitoring students whose attendance is below 90%.
- Make parent contact to discuss student's attendance and arrange case conferences if required.
- Send out Attendance Letters if attendance does not improve (See Appendix A, B, C, D, E).
- Send out Attendance Lateness Letters if student continues to be late to school (See Appendix F).
- Provide support to staff.
- Provide operational support for Individual Attendance Plans.
- Coordinate or liaise with relevant regional office staff.
- Support Lesson Attendance Coordinator and teachers.
- Set annual attendance targets and provide information in relation to these for the school's Annual Report.
- Set Strategic Targets for the school's Business Plan, collect evidence to demonstrate strategies employed and whole school data to inform IPS Review.

Appendix A



Parent/Caregiver Name
Address1
ADDRESS2 WA 6XXX

Dear [Name]

It has come to our attention that _____'s attendance is below an acceptable level.

At Bertram Primary School we are striving to increase the attendance of all students. The *School Education Act 1999* requires parents to send their children to school each school day unless there is a good reason for them not to attend.

Everyday attendance increases their educational outcomes thereby increasing their lifelong and career opportunities.

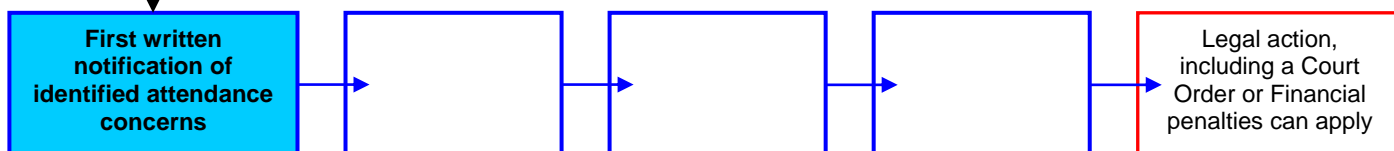
Please contact me, if there are issues that you wish to discuss or if you would like support in ensuring your child's attendance at school each day.

Regards

Name
Deputy Principal

Date

You
are



Appendix B



Parent/Caregiver Name
Address1
ADDRESS2 WA 6XXX

Dear [Name]

You have been notified previously that _____'s attendance had fallen below an acceptable level.

At Bertram Primary School one of our priorities is School Attendance. We have a whole school attendance strategy that supports all families to maximise attendance at school.

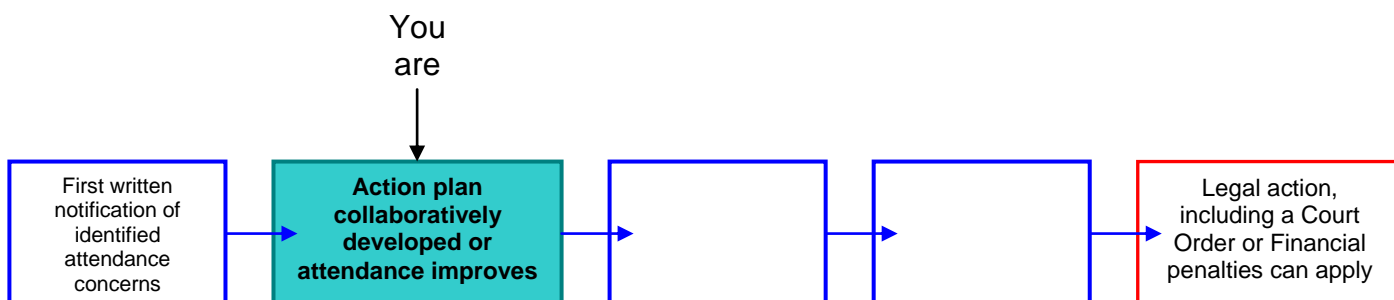
The *School Education Act 1999* requires parents to send their children to school each school day unless there is a good reason for them not to attend.

If your child's attendance does not improve within the next few weeks, you will be required to work with school personnel to develop and implement an Individual Attendance Plan.

Regards

Name
Deputy Principal

Date



Appendix C

Parent/Caregiver Name
Address1
ADDRESS2 WA 6XXX



Dear [Title] [Parent Last Name]

I am writing regarding the attendance of your son/daughter, [Student Name], at school.

The *School Education Act 1999* requires parents to ensure that children of compulsory school age attend school on each day that the school is open for instruction. If children are absent from school, a parent or responsible person must provide the school with an acceptable explanation within three days of the absence. Attendance requirements do not apply for students undertaking home education.

I have previously advised you that [Student Name]'s attendance is a matter of concern. We have tried to work with you and implemented a range of strategies to encourage [Student Name]'s regular attendance at school without success.

Strategies attempted include the following:

- [insert a list of strategies offered or attempted here]

I have recently reviewed [Student Name]'s pattern of attendance and it is clear that absences without a good reason being provided are still at an unacceptable level. A summary of absences is attached for your reference. It is very important that we work together to resolve this issue and I intend to consult with officers from the South Metropolitan Education Regional Office to provide additional support and advice.

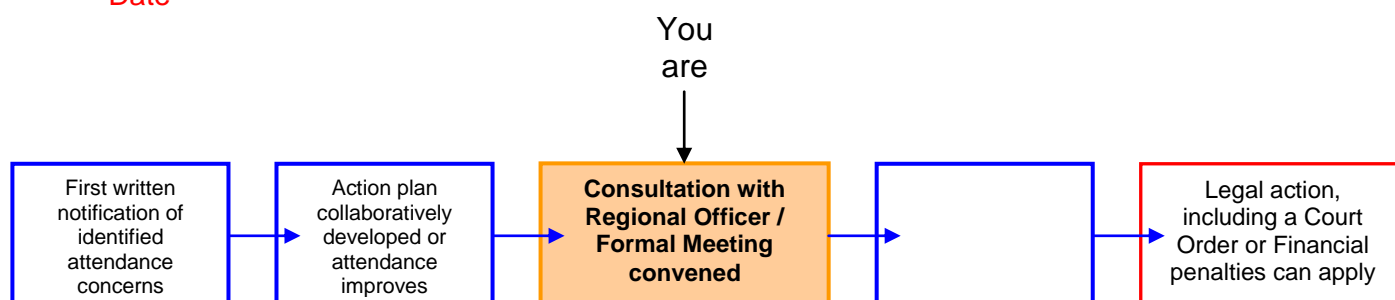
I will ask the consulting officer to assist me to review the case and to provide advice to the school. As part of this process, the officer may contact you directly and arrange a meeting to discuss [Student Name]'s attendance or attend a planning meeting so we can develop further strategies together.

If [Student Name]'s attendance does not improve through these strategies, I **will** ask you to attend a formal meeting to discuss the situation and will advise you in writing **when** this will happen. In the event that we are unable to resolve this situation together it may be necessary to refer the matter to the Department's solicitors for legal action.

It is important that we work together to resolve the issue.

Yours sincerely

Name
Deputy Principal
Date



Appendix D

Parent/Caregiver Name
Address1
ADDRESS2 WA 6XXX



Dear [Title] [Parent Last Name]

NOTIFICATION OF FORMAL MEETING REQUIRED

I am writing regarding the attendance of your son/daughter, [Student Name], at school. The *School Education Act 1999* requires parents to ensure their children of compulsory school age attend school on each day that the school is open for instruction unless there is good reason for them not to attend. If students are absent, a parent or responsible person is required to provide the school with an acceptable explanation within three days of the absence.

Parents who fail to ensure that their children attend school regularly or who fail to provide satisfactory explanations for absences may be committing a serious offence. The maximum penalty is \$1,000 for each offence.

I have previously advised you that [Student Name]'s attendance is a matter of great concern. I have also consulted with [Name and Role of Network or Regional Officer] to provide additional advice and support and develop alternative strategies with us to improve the situation.

I am very concerned that [Student Name]'s attendance is still at an unacceptable level and that we need to work together to resolve this issue.

I am now asking you to attend a formal meeting to discuss this matter. At this meeting it will be important for you to talk about any problems that might be preventing [Student Name]'s attendance. A plan will be developed with you to improve [Student Name]'s attendance and it will be expected you take all reasonable steps to ensure your child attends school.

[Name of Organising Officer] will be contacting you shortly to arrange the formal meeting. Alternatively you may wish to make contact on telephone number XXXX XXXX. It is very important that you attend the formal meeting and work closely with the school to avoid the matter being referred to the Department's solicitors for legal action.

Yours sincerely

Name
DEPUTY PRINCIPAL

Date

You
are



Appendix E

Please note, there is a letter to the Regional Director before this letter is sent.



[Title] [Parent 1] and [Title] [Parent 2]
[Address 1]
[SUBURB] WA [POSTCODE]

Dear [Title] [Parent 1] and [Title] [Parent 2]

RE: ATTENDANCE PANEL FOR THE PERSISTENT NON-ATTENDANCE OF [CHILD'S FIRST NAME] [CHILD'S SURNAME], DOB: [INSERT DATE OF BIRTH]

You have recently been informed by the Regional Executive Director, [Regional Executive Director's Name] that an Attendance Panel is to be held regarding the persistent non-attendance of your child.

I have been appointed as the Chairperson of the Attendance Panel.

The Executive Officer of the Attendance Panel, [Name of Executive Officer], has been in contact with you about the panel process.

Details of the Attendance Panel are as follows:

Time:
Date:
Venue:

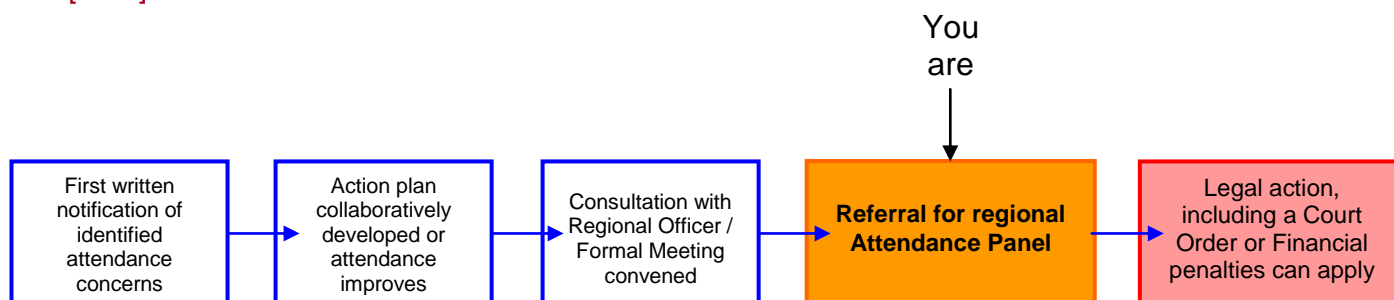
At the Attendance Panel meeting, you will be given an opportunity to address the Panel, to respond to questions put by Panel members and to raise issues you and/or your child believe are relevant. If you wish to ask someone to accompany you to the Attendance Panel, please discuss your wishes with the Executive Officer or contact me.

It is important that you attend the meeting of the Attendance Panel. If you have any further questions, please do not hesitate to contact me on telephone: [telephone number].

Yours sincerely

[Chairperson's Name]
Chairperson
Attendance Panel
[Region Name] Education Region

[Date]



Appendix F



Children Arriving Late to School

Bertram Primary School is committed to maximising every student's learning opportunities by working with parents and families.

According to our records, _____ arrived to school late on XXX occasions over a XX week period last term.

At Bertram PS we are striving to increase the attendance of all students including have students arrive promptly to school. It is vitally important to have your child at school 10-15 minutes prior to school commencing at 8:30am so that they can get ready for the day's teaching and learning activities.

Benefits of students arriving on time include:

1. Being organised at the start of the day.
2. Being calmer and more receptive to learning.
3. Maintaining better relationships with peers and teachers.
4. Accessing the full curriculum through continuity of learning.
5. Less disruption for all students mid way through a lesson.

If you would like to discuss the lateness of your child please don't hesitate to contact Deputy Principal, Catherine Stott, on 9419 1762.

Kind Regards

Deputy Principal

Date