



Student Attendance Guidelines

Every day that a student does not attend school can have a negative impact on their learning. The Department of Education and Palmyra Primary School monitor student attendance and work with other agencies and service providers to maximise student engagement with learning.

It is intended that shared responsibility for student attendance will be built between Palmyra Primary School staff, students, parents, carers and the broader community, with strategies developed that link directly to the local cause of an individual's ongoing absence.

Aims:

- Inform parents of the expectation that their child attend school each day, unless unwell. (100%)
- Develop community understanding that attendance is considered at risk below 90%
- Recognise - identify every absence
- Resolve – seek a reason for every absence
- Restore – identify when attendance is a concern (an individual, target group and whole-school levels) and implement improvement strategies and supports for full attendance.
- Record – maintain accurate records that would withstand external scrutiny.

Responsibilities: All members of the school community have varying responsibilities

Responsibilities of the Student:

- Attend school every day. (Section 23 SEA 1999)
- Arrive at class from 8.35 am, to be ready for instruction to commence at 8.50am.
- Return from breaks promptly.
- Remain on school grounds until released at the end of the day.

Responsibilities of the Parent:

- Ensure your child attends school every day the school is open. (Section 23 SEA 1999)
- Bring child to class 8.35am everyday; lessons commence at 8.50 and students need time to prepare.
- Notify school of absence on the day, via phone or on the web site, or the following day through email, note, message or phone call
- Access Front Office for a sign in card for arrivals after 9am, prior to going to your child's class.
- Access Front Office for a sign out card to take your child out of school early, prior to going to your child's class.

- Vacation leave is not and will not be an authorised form of leave however we understand that from time to time a parent / carer will need to take their child out of school for such reasons. Please discuss your family situation at the office; and note that a work program will not be provided by the teacher.

Responsibilities of the Teacher:

- Follow up absence by phone or email following more than 2 days of absence without notification.
- Request parent / carer provides notification of absence within 3 days of return. (Email, note, record of conversation)
- Complete Integris by 9.10am and 2.00pm daily.
- Inform the Deputy Principal if there is a pattern of absenteeism or late arrival.

Responsibilities of the Office Staff:

- Record reason and time for lateness on Integris from 8.50am as parent / carer collects sign-in slip.
- A continuous attendance by a child of not less than 2 full hours secular instruction is to be recorded as a half day's attendance. Students who arrive late but still meet this requirement are not to be included as a half- day absence, but as late.
- Request information from parents 3 x per term (Week 3,6,9) for absences without explanations.
- Provide attendance paperwork at the request of Teacher / Deputy.
- Inform relief staff of processes - in relief folder.
- Action transfer notes promptly.
- Students who have left the school remain the school's responsibility until the transfer note has been received. Inform Deputy when transfer notes are not received.

Responsibilities of the Principal/Deputy Principal:

- Provide staff training on Integris.
- Monitor and accurately record attendance of every child (Section 28 SEA 1999)
- Collect, analyse and action attendance and punctuality data, for all students.
- Identify students below regular attendance (90%) or with consistent late arrival.
- Provide parents written information as per flow chart, providing attendance statistics.
- Progress attendance support using individual action plans and supports, building shared understanding with parents and communicating with parents and agencies with efficacy and understanding.
- Follow up on former students, including Year 6 students, until they are enrolled in subsequent school /high school.
- Access the Student Attendance Toolkit to support attendance using:
 - Promotion approaches that focus on building student, family, school and community resilience, and the promotion of protective factors.
 - Prevention approaches that are designed to prevent poor attendance for those students most at risk.
 - Response approaches that provide support or interventions for those students who are not attending.
- If a student cannot be located, and their parent/s cannot be contacted within 15 days of the start of an absence:
 - complete and submit a Student Whereabouts Unknown (SWU) Request Form;
 - 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; and
 - continue to record the student's unexplained absence until this notification has been received, at which time the student can be removed from the register from the last date of attendance or authorised absence.

Responsibilities of the School Psychologist:

- Collaborate with staff to improve student attendance.
- Liaise with parents to discuss relevant concerns.
- Liaise with relevant agencies to obtain information on student.
- Attend critical attendance meetings as required.

Student Attendance Codes

Group	Code	Title
Student attendance on site	/	present
	M	medical or sick bay
	W	withdrawn
Student attendance off site	E	education activity
Student late at school	L	late
Student with authorised absence	R	reasonable cause
	C	cultural absence
	N	notified as sick
	V	authorised vacation
	Z	suspended
Student with unauthorised absence	U	unexplained absence - cause not yet established
	K	unauthorised vacation
	X	unacceptable reason
	T	truant - off school site
Student not required to attend	Y	school closure
	Q	study leave - Years 11 and 12

Communication and Attendance Improvement Planning Flowchart

Form of contact	When	Outcome	Facilitator
Integris entry	By 9.00am and By 2.00pm	Record of absence/ attendance	Teacher
Automated SMS advice to parent	9.15 am	Parental awareness that student is not at school.	Front Office
Phone call or Email	After 2 days of unexplained absence	Contact family to determine reason for student absence. Seek understanding, build relationships, offer support.	Teacher
Phone call, text or Email	Each unexplained absence	Determine reason for unexplained absence within 3 days of return at the request of teacher.	Teacher/ Office Staff

Absence explanation form (Appendix 1)	All absences 3 x per term. Weeks 3,6,9	Determine reason for all unexplained absence.	Office Staff
Phone call	85 - 90%	Seek understanding and explanation for unexplained and /or unauthorised absences.	Deputy Principal
Case conference (Appendix 5)	Under 90% attendance. Regular lateness	Determine support plan that could be provided with family. Provide notes and plan to family.	Deputy Principal Teacher School Psychologist
Attendance letter (Appendices 2-4)	Under 90% Regular lateness	General: 80-90% Moderate: 60-79% attendance Severe: < 60% attendance	Deputy Principal / Principal
Case conference (Appendix 5)	Under 90% Regular lateness	Determine further support plan that could be provided with family. Provide notes and plan to family.	Deputy Principal Teacher School Psychologist
Attendance Advisory panel	At any point – attendance has not improved	When assistance is required from the Department to restore attendance. Attendance Advisory Panel information	Panel of community members.
Referral	Attendance has not improved	Responsible Parenting agreements	Department of Child Protection and Family Support

Version: 1/2015; 2/2019; 3/2023

Effective Date: April 2023

Review: 2026

The Palmyra Primary School Student Attendance Guidelines are guided by:

Department of Education (DoE) Student Attendance in Schools Policy

Child Protection Policy and School Education Act 1999

Appendices:

1. Absence Explanation Form
2. General Absence letter
3. Moderate Absence letter
4. Severe Absence letter
5. Attendance Improvement Plan 1. / Case conference form
6. Attendance Improvement Plan 2. / Case conference form



Appendix 2:

Sample Letter: General Absence

Dear **insert name of parents** / carers

Re: Attendance

I am writing to you to inform you about **insert child's name** current attendance rate of **insert attendance rate**. All attendance falling below 90% is considered "At Risk"

At Palmyra Primary School we ensure academic, emotional and social development for your child, however low attendance has a detrimental effect on all these areas. We request that you ensure your child attends school daily. (Please note that we do understand that some absences from school are unavoidable and thank you for providing appropriate notification.)

The **Department of Education** is dedicated to ensuring that students attend school daily. The table below sets out how much equivalent school is missed through regular non-attendance.

Period of Absence (Years 1-10)	Rate of Attendance	Equivalent School Missed
Average of 5 Days per term	90%	1 Year
1 Day Per Week	80%	2 Years
1.5 Days a week	70%	3 Years
2 Days Per Week	60%	4 Years

It is a legal requirement that students of school age attend school. The School Education Act 1999 requires parents to ensure their children of compulsory school age attend school on each day unless there is a good reason for them not to attend. If students are absent, a parent / carer or responsible person is required to provide the school with an acceptable explanation within three days of the absence. All families accepting enrolment into the school agree to abide by the school and department policy and guidelines.

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.

According to the Act, Section 9 Subsection (1) A child is to be enrolled in an educational program for each year of the compulsory education period for that child. A parent / carer of a child must ensure that subsection (1) is complied with. **Penalty:** a fine of \$2 500.

The role of the Deputy Principal, **insert Deputy name** is to support you with your child's attendance and/ or engagement and will work with you to make improvements.

You are encouraged to look at the Attendance Guidelines on our school website <http://palmyraps.wa.edu.au> to learn more about the School and Department's policy, guidelines, full procedures and expectations. All families accepting enrolment into the school have agreed to abide by these School and Department Policies and guidelines.

Please acknowledge receipt of this letter by signing below and returning this to **(insert name of deputy)** as soon as possible.

Yours sincerely,

Insert name of Deputy

Deputy Principal

Insert date of letter



PALMYRA
PRIMARY SCHOOL
WHADJUK NOONGAR BOODJAR

PLEASE COMPLETE AND RETURN TO OFFICE

Child's Name: **School to insert**

I (**school to insert all parents names**) acknowledge receipt of this letter and will endeavour to work with my child's teacher in improving school attendance.

- I have read and understood the Palmyra Primary School Attendance Guidelines
- I would like to take up the offer to meet with the Deputy Principal to discuss ways we can work together to improve my child's attendance.

Signed

Date

Signed

Date

****IF TWO PARENTS****



Appendix 3:

Sample Letter: Moderate Absence

Dear **insert name of parents** / carers

Re: Attendance

I am writing to you expressing concern about **insert child's name** current attendance rate of **insert attendance rate** which puts **him/ her** in the moderate educational risk category (60 – 79% attendance).

At Palmyra Primary School we ensure academic, emotional and social development for your child, however low attendance has a detrimental effect on all these areas. We request that you ensure your child attends school daily. (Please note that we do understand that some absences from school are unavoidable and thank you for providing appropriate notification.)

The **Department of Education** is dedicated to ensuring that students attend school daily. The table below sets out how much equivalent school is missed through regular non-attendance.

Period of Absence (Years 1-10)	Rate of Attendance	Equivalent School Missed
Average of 5 Days per term	90%	1 Year
1 Day Per Week	80%	2 Years
1.5 Days a week	70%	3 Years
2 Days Per Week	60%	4 Years

It is a legal requirement that students of school age attend school. The School Education Act 1999 requires parents to ensure their children of compulsory school age attend school on each day unless there is a 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. All families accepting enrolment into the school agree to abide by the school and department policy and guidelines.

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.

According to the Act, Section 9 Subsection (1) A child is to be enrolled in an educational program for each year of the compulsory education period for that child. A parent of a child must ensure that subsection (1) is complied with.

Penalty: a fine of \$2 500.

The role of the Deputy Principal, **insert Deputy name** is to support you with your child's attendance and/ or engagement and will work with you to make improvements.

You are encouraged to look at the Attendance Guidelines on our school website <http://palmyraps.wa.edu.au> to learn more about the School and Department's policy, guidelines, full procedures and expectations. All families accepting enrolment into the school have agreed to abide by these School and Department Policies and guidelines.

Please acknowledge receipt of this letter by signing below and returning this to **(insert name of deputy)** as soon as possible.

Yours sincerely,

Insert name of Deputy

Deputy Principal

Insert date of letter



PALMYRA
PRIMARY SCHOOL
WHADJUK NOONGAR BOODJAR

PLEASE COMPLETE AND RETURN TO OFFICE

Child's Name: **School to insert**

I **(school to insert all parents names)** acknowledge receipt of this letter and will endeavour to work with my child's teacher in improving school attendance.

- I have read and understood the Palmyra Primary School Attendance Guidelines
- I would like to take up the offer to meet with the Deputy Principal to discuss ways we can work together to improve my child's attendance.

Signed

Date

Signed

Date

****IF TWO PARENTS****



Appendix 4:

Sample Letter: Severe Absence

Dear **insert name of parents** / carers

Re: Attendance

I am writing to you expressing concern about **insert child's name** current attendance rate of **insert attendance rate** which puts **him/ her** in the severe educational risk category (<60% attendance).

At Palmyra Primary School we ensure academic, emotional and social development for your child, however low attendance has a detrimental effect on all these areas. We request that you ensure your child attends school daily. (Please note that we do understand that some absences from school are unavoidable and thank you for providing appropriate notification.)

The **Department of Education** is dedicated to ensuring that students attend school daily. The table below sets out how much equivalent school is missed through regular non-attendance.

Period of Absence (Years 1-10)	Rate of Attendance	Equivalent School Missed
Average of 5 Days per term	90%	1 Year
1 Day Per Week	80%	2 Years
1.5 Days a week	70%	3 Years
2 Days Per Week	60%	4 Years
3 Days per Week	40%	6 years
5 Weeks per term	50%	5 Years

It is a legal requirement that students of school age attend school. The School Education Act 1999 requires parents to ensure their children of compulsory school age attend school on each day unless there is a 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. All families accepting enrolment into the school agree to abide by the school and department policy and guidelines.

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.

According to the Act, Section 9 Subsection (1) A child is to be enrolled in an educational program for each year of the compulsory education period for that child. A parent of a child must ensure that subsection (1) is complied with.
Penalty: a fine of \$2 500.

The role of the Deputy Principal, **insert Deputy name** is to support you with your child's attendance and/ or engagement and will work with you to make improvements.

You are encouraged to look at the Attendance Guidelines on our school website <http://palmyraps.wa.edu.au> to learn more about the School and Department's policy, guidelines, full procedures and expectations. All families accepting enrolment into the school have agreed to abide by these School and Department Policies and guidelines.

The school has worked with you as follows, however there has been limited improvement to your child's attendance to date. We need to work together to rectify this pattern, to avoid next steps.

Date	Form of contact	When	Outcome	Facilitator
	SMS	Upon absence	To inform you that your child is not attending	Office staff
	Phone call / Email	After 2 days of unexplained absence	To determine reason for student absence.	Teacher
	Phone call / Email	Each unexplained absence	Determine reason for unexplained absence within 3 days.	Teacher
	Absence explanation letter	All absences	Determine reason for unexplained absence.	Office Staff
	Phone call	80-90%	Seek understanding and explanation for unexplained and /or unauthorised absence.	Deputy Principal
	Case conference	Under 90%	Determine support plan that could be provided with family. Provide notes and plan to family.	Deputy Principal Teacher School Psychologist
	Attendance letter	Under 90%	General: 80-90% Moderate: 60-79% attendance Severe: < 60% attendance	Deputy Principal
	Case conference	Under 90%	Determine further support plan that could be provided with family. Provide notes and plan to family.	Deputy Principal Teacher School Psychologist
	Attendance letter	Under 90%	General: 80-90% Moderate: 60-79% attendance Severe: < 60% attendance	Principal
	Attendance Advisory panel	At any point – attendance has not improved	When assistance is required from the Department to restore attendance. Attendance Advisory Panel information	Panel of community members.
	Referral	Attendance has not improved	Responsible Parenting agreements	Department of Child Protection and Family Support

Please acknowledge receipt of this letter by signing below and returning this to **(insert name of deputy)** as soon as possible.

Yours sincerely

Insert name of Deputy

Deputy Principal

Insert date of letter



PALMYRA
PRIMARY SCHOOL
WHADJUK NOONGAR BOODJAR

PLEASE COMPLETE AND RETURN TO OFFICE

Child's Name: **School to insert**

I **(school to insert all parents names)** acknowledge receipt of this letter and will endeavour to work with my child's teacher in improving school attendance.

- I have read and understood the Palmyra Primary School Attendance Guidelines
- I would like to take up the offer to meet with the Deputy Principal to discuss ways we can work together to improve my child's attendance.

Signed

Date

Signed

Date

****IF TWO PARENTS****



Appendix 5:

Sample Attendance Improvement Plan

Palmyra Attendance Improvement Plan		
Student:	D.O.B:	Date:
Teachers:	Education Assistant:	Deputy:
Student Strengths:		
Objectives of meeting:		
<p>To support _____ in improving their school attendance and to ensure she/he continues to achieve academically and feels socially connected to her/his peers.</p> <p>As a parent, you are required by the School Education Act 1999 to ensure your child attends school every day that the school is open for instruction (Section 23). Principals are responsible for monitoring and accurately recording the attendance of every student enrolled at their school in accordance with Section 28 of the School Education Act 1999.</p> <p>If a student is absent, a responsible person, usually the parent, must notify the principal of the reason for the student's absence as soon as practical. If a student is prevented from attending school due to illness, the principal is authorised by the School Education Act 1999 to request a medical certificate from a registered medical practitioner.</p>		
Background Attendance Data to Support Meeting		
<p>Attendance Rate _____</p> <ul style="list-style-type: none"> ▪ Patterns of absence noticed: Day of the Week / Lateness / Cultural / Family Circumstances ▪ Previous school <p>Previous contact with family made</p> <ul style="list-style-type: none"> ▪ When? How often? ▪ How? ▪ By whom? ▪ Level of success? 		

Is the student on another documented plan?

- Individual or Group Education Plan
- Individual behaviour Support Plan
-

Are there any known health or physiological issues that may impact attendance?

DISCUSSION:

Student's attendance goal for the next three weeks

Week 1 –

Week 2 –

Week 3 –

Staff will take the following actions to help the student achieve these goals

Possible actions to consider

- A daily reward system or a weekly rewards system
- Adjustments to curriculum e.g. concentrating on core or favorite subjects for a period of time, modifying conditions of assessments, providing additional scaffolds, adjustments with homework
- A staggered return or temporary part time attendance
- A letter sent home at the end of the three weeks with attendance summary/congratulatory letter when attendance targets achieved
- Referrals to community agencies/supports
- Identifying a school-based support person

Other:

Student's carers / parents will take the following actions to help the student achieve these goals

Possible actions to consider:

- Packing their bag the night before
- Transport
- Setting homebased rewards
- Morning and bedtime routines
- Technology in the bedroom
- Communication with the school
- Accessing support from community agencies

<ul style="list-style-type: none"> ▪ Support with homework ▪ A visit to the family GP for a check-up ▪ Other 	
Implementation start date:	Review date:

What follow-up is needed based on the information shared at this meeting?

Follow-Up Needs	Timeline (Dates)	Who is Responsible

SIGNED:

Principal / Deputy Principal

Teacher/s

Parent / Caregiver

Parent / Caregiver

School Psychologist

Other



Appendix 6:

Sample Attendance Improvement Plan

Individual Attendance Plan

Student Name: _____ DOB: _____ Year: _____ Room: _____

Current Attendance %	Target Attendance %
	100% over the targeted period

Planned strategies to improve attendance:

Strategy	Who is responsible?

Monitoring format:

- Classroom Teacher to track attendance through Integris (Schools Information System)
- Phone calls/letters from parents/caregivers if _____ is absent
- Medical certificate if absent for illness

Parent/ carers: _____ Date: _____

Teacher: _____ Date: _____

Deputy Principal: _____ Date: _____

Review Date: _____

Comments:

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