



STUDENT ATTENDANCE PLAN

Caralee Community School strives to create a positive, safe and friendly environment where students actively want to attend school. All staff support students and parents to optimise attendance.

At the end of each term, students who have maintained an excellent attendance record, will be acknowledged and congratulated.

Departmental guidelines state that a student whose attendance is below 90% be identified as of "concern".

RELATED DOCUMENTS:

Relevant Legislation or Authority

School Education Act 1999 (WA)
School Education Regulations 2000 (WA)
Public Sector Management Act 1994 (WA)
Parental Support and Responsibility Act 2008 (WA)

Related Department Policies

Behaviour Management in Schools
Duty of care for Students
Enrolment Policy and Procedures
Family Court Orders in Schools
Student Health Care

ATTENDANCE RECORDS:

Caralee CS maintains accurate attendance records for every student from kindergarten to year six using the Integris program.

When a student is recorded on Integris as 'absent', a notation is made to indicate whether the absence is authorised or unauthorised.

Class teachers follow up with parents / caregivers any absences that are unauthorised as soon as the child returns to school.

For the purpose of record management, a student must attend at least two hours to be marked as present for a half day.

SMS messages are automatically sent each day to parents of students who are not in attendance by 9.10am.

ACCESS to CURRICULUM FOR STUDENTS WITH ILLNESS OR A HEALTH CONDITION:

- Parents will be notified of the students' right to engage in a suitable educational program,
- Assistance will be offered to the family, where required, to access a suitable educational program.

STUDENT ABSENCES:

In the event that a student has been noted as "absent" on several occasions, and no reason has been submitted, the school will follow the following procedure:

- Teacher will attempt to contact parent / caregiver to investigate reasons,
- A case conference is suggested between the parent / teacher to identify possible issues and plan strategies to ensure the student attends regularly,
- Teacher will create a "Reward Chart" to encourage attendance.

PERSISTENT STUDENT ABSENCES:

When a student is absent repeatedly and the "Reward Chart" has failed to address the issue of their attendance, the Administration will develop and implement an attendance improvement plan consisting of the following:

- A consultation phase,
- A formal meeting, if attendance is not restored through the consultative phase, and the implementation of a Documented Plan,
- A process to monitor and review engagement with the Documented Plan.

Where absence persists, the Principal will offer the option of an attendance panel and / or consider a referral to the Regional Executive Director for further action.