



LANCELIN PRIMARY SCHOOL STUDENT ATTENDANCE PLAN

Every day that a student does not attend school can have a negative impact on their learning.

The Department of Education monitors student attendance and works with other agencies and service providers to maximise student engagement with learning. It does this in a way that builds shared responsibility for student attendance between schools, students, parents and the broader community.

Principals manage student attendance in accordance with the Student Attendance in Public Schools procedures.

This includes:

- promoting the importance of school attendance to their school community;
- engaging in community-initiated approaches to strengthen student attendance;
- developing plans in partnership with students, families, communities and other agencies to improve student attendance, including documented plans where required, to address the persistent absence of individual students;
- maintaining accurate attendance records;
- responding to Department requests for reporting and disclosure of attendance data;
- managing alternative attendance arrangements where these are in the best interests of the student; and
- retaining all relevant documentation.

It is the principal's responsibility, as site manager, to manage the implementation of this policy and the associated procedures. It does not mean the principal must personally undertake the duty. The principal is responsible for what must happen but has discretion over how it happens on the site.

Education regions and Statewide Services support schools to address and improve student attendance in accordance with the Student Attendance in Public Schools procedures.

Directors of Education:

- provide advice, guidance and support to schools to manage student attendance and to address persistent student absence in the context of their region; and
- liaise with and coordinate support from other agencies within the region that work with families and young people.

Statewide Services:

- provide resources and support to enable schools to develop local approaches to improving attendance e.g. the Student Attendance Toolkit;
- provide policy advice and support to schools and education regions; and
- develop and implement mechanisms to maintain support, engagement and shared responsibility for improving student attendance and addressing absence across government agencies.

Implementation of the policy is the responsibility of principals.

Compliance monitoring is the responsibility of line managers.

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Principal to be responsible for:

- Notification to parents regarding all attendance, each term, in weeks 5 & 9.
- Promotion of the Attendance Cup , awarded every 2 weeks to class with the highest class attendance %
- Promotion of attendance cup through, school messaging systems.
- Absentee notes sent home in Weeks 5 & 9
- Attendance data to be discussed as part of School Board meetings each term
- Attendance data discussed as part of PBS meetings each term.

Students with more than 90% attendance .

- Specific letter for regular weeks 5 & 9
- Specific letter for 100% attendance

Students with 90% - 80% attendance .

- Monitored
- Phone call 3 consecutive days of unexplained attendance
- Specific letter for moderate attendance in weeks 5 & 9.

Students with less than 80% attendance .

- Specific letter for severe attendance
- Phone contact made with parents
- Extreme cases : Engagement Team contacted .

HOW WILL THE SUCCESS OF THE ATTENDANCE PLAN BE MONITORED?

- Principal to analyse attendance data monthly.
- Individual attendance issues to be raised with Teacher, Parent and Leadership for 3 tiered approach to management
- Individual plans and measured filed by Principal.
- Absentee notes continue to go home each month, to be returned with reason for absence

THE ATTENDANCE CUP

An additional incentive is the attendance cup awarded to the class with the highest attendance % for the previous fortnight. The cup is given to the class to keep for the fortnight. At the end of the term the class with the most certificates is the overall winner and they receive an additional treat as a class given out by the principal on the last day of the school term.