



William Dean Public School

ATTENDANCE POLICY – 2024

Parent Responsibility:

Regular attendance at school is essential for students to achieve quality life outcomes. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

Parents Responsibility:

Parents of children are responsible of ensuring children are enrolled at school if they turn 5 on or before 31 July that year. They must remain in school from Kindergarten to Year 12 (or equivalent) and ensure their children attend school every day, including school events such as carnivals.

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick or having an infectious disease. When notifying the school, please provide a brief condition as there are contagious viruses the school needs to be aware of.
- having an unavoidable medical appointment, however Dental and Doctor appointments should, where possible, be made after school.
- being required to attend a recognised religious holiday.
- exceptional or urgent family circumstances e.g. attending a funeral.

Travel/Leave

Families are encouraged to travel during school holidays. If travel during school term is necessary, discuss this with your child's school principal. An Application for Extended Leave may need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

Arriving at school:

Teacher supervision commences at 8:30am. No students are permitted on school ground before this time. If you require before school care, you must contact Northwest Community Childcare for assistance.

If your child arrives after 9:00am, they will be required to go to the office, and the late arrival will be recorded and added to their school records.

Your child's best learning time is at the beginning of the day when they are set up for their day. It assists in consistency and establishing routine and structures.

“My child won't go to school what should I do?”

You should contact the classroom teacher as soon as possible to discuss the issue and ask for help. Strategies to help improve attendance may include a referral to the school's learning and support team or linking your child with appropriate support networks. The principal may seek further support from the Home School Liaison Program to develop an Attendance Improvement Plan.

DOES ATTENDANCE REALLY MATTER?

1 or 2 days a week doesn't seem like much, but...

If your child misses:	That equals:	Which is:	Over 13 years that's:
1/2 day per week	20 days per year	1 month per year	1.5 years of school
1 day per week	40 days per year	2 months per year	2.5 years of school
2 days per week	80 days per year	4 months per year	5 years of school
3 days per week	120 days per year	Over half a school year	8 years of school

Every day counts!

MOST STUDENTS ATTEND SCHOOL EVERY DAY

It's important that children are at school all day, every day 📅📅📅📅📅

OK reasons to stay home from school

sick natural disasters

It's **NOT OK** to skip school to shop, sleep in, finish an assignment, go on holidays

EVERY DAY AT SCHOOL COUNTS

Missing even 1 day can make a difference

1 day off school each fortnight = **Missing more than a year of learning over 12 years**

Each day's learning builds on what has been learnt before

Good attendance begins in Prep
 It's where good habits begin

ATTEND ALL DAY, EVERY DAY

Each **1%** increase in student attendance

may relate to **2-3** NAPLAN scale score points*

*Based on historical data.

What parents can do

Promote the importance of school

Get to know the teacher

Go to school events

Read the school newsletter

Be organised at home

Supervise homework

Ask about your child's day

Volunteer to help at school

Get involved in your child's school



William Dean Public School's Responsibility:

Parents must provide an explanation for absences to the school within 7 days from the first day of any period of absence. Where an explanation has not been received within the 7-day timeframe, the school will record the absence as unexplained, and it will appear on their school records. This is not to be provided over ClassDojo. Evidence/documentation and submissions of absences must be done via Sentral.

A staff member may request medical certificate after two days or more. It may also be requested when frequent or long-term absences are explained as being due to illness. Principals may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child. If the request is denied, the absences will be recorded as unjustified.

Principals may decline to accept an explanation that you have provided if they do not believe the absence is in the best interest of your child. In these circumstances your child's absence would be recorded as unjustified. In these circumstances, a staff member will discuss their decision with you and the reasons why it was deemed unjustified.

Due to legal requirements for roll keeping, the following procedures must be used when marking the attendance roll:

- A. All absences are unexplained and unjustified until explained.
- B. Reasons for absences are marked as:
 - S – sickness
 - L – Leave (reason approved by principal)
 - A – Unexplained absence
 - E – suspension
 - H – shared enrolment with another setting eg support class
 - B – school business eg zone sports carnival
- C. Partial absences are marked as either late or early, if explained use the same codes as above.
- D. Notes from parents regarding absences should be read by the teacher, recorded on Sentral, signed, dated and files in the 'Absence Letters' folders in the classroom.

School Measures - Monitoring

WDPS implements a wide range of strategies to support the regular attendance of students, including extensive contact with parents to resolve issues of non-attendance. These strategies include letters, phone calls, interviews, and family support. Attendance reports will be checked by the Attendance Coordinator, the Principal and the Home School Liaison Officer (HSLO) to ensure that all students maintain an acceptable attendance pattern.

In the case of a student who has been identified with unacceptable attendance (an attendance pattern of less than 90%), it is necessary to document the measures taken to monitor and improve attendance. The school is required to provide documentary evidence of its interventions before making a HSLO referral.



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HSLO Intervention and Investigation

If a classroom teacher is concerned about lack of attendance or consistent lateness, they should seek advice from their team leader or the principal so that rectification measures can be taken, or a referral made to the Learning Support Team (LST). Please refer to attendance procedures flow chart.

Recognising students' attendance:

At William Dean Public School, we are using a collaborative approach in celebrating the class with the best attendance for the week. During Monday Assemblies, the class with the most consistent attendance is awarded a trophy. If they are consistent winners for the term, they will receive recognition as a class by receiving an ice block.