Policy No EFE 04	Attendance Policy
Version	07
Status	Complete
Reviewed by	TG
Responsibility	Admin/Principal
Scheduled review date	Oct 2025

Aims

- To keep accurate attendance records.
- To be aware of the reason for absences and to monitor long term attendance of students.
- To minimise the impact of frequent or extended absences on a student's wellbeing and educational outcomes.

Definitions

Authorised Absence

- An absence where the reason provided by the parent is considered to be legitimate and deemed acceptable by the Principal.

Non-Attending Students

- A non-attending student includes when the child's location is known but they are not actively engaged in an education program.
- Contact is still possible with themselves or their parent/s but they are not engaged in an education program.
- Student Whereabouts Unknown [SWU] - children who are missing from schools and educational programs in Western Australia.
- Unauthorised Vacation – in-term family holiday that is not deemed necessary and approved by the Principal.

Alternative Attendance Arrangements –a documented arrangement between Principal and parent made under Section 24 of the *School Education Act 1999*, enabling a student to attend an education program away from the school site whilst maintaining their enrolment.

Curriculum Offsite - Offsite or external study outlined in individual support documents, sanctioned by the Principal under Section 24 of the School Education Act.

Principles

- Establishment and maintenance of a positive attendance career will be encouraged for all students.
- Accurate attendance records will be kept for each student.
- Attendance documentation will be retained for 7 years.
- Persistent student absence will be addressed
- Assistance will be sought from outside agencies to improve attendance
- Alternative attendance arrangements are supported when in the best interests of the student and in accordance with Section 24 of the *School Education Act 1999*.
- In-term vacations are discouraged and will only be deemed an authorised absence at the discretion of the Principal.

Responsibilities

A. Board

 Monitoring and revising this policy as needed

B. Principal

 Monitor trends in attendance records.

1. Oversee records to ensure that accurate and current records of enrolment and attendance are kept.

2. Follow up truancy cases and/or refer them to relevant agencies as specified in this policy.

3. Meet with parents and develop attendance plans in the event that absence or late arrivals continue to impact on student wellbeing following a meeting with the teacher.

5. Initiate and Submit SWU request forms to Department of Education Student Tracking in all instances of absence that exceed 15 consecutive days Review Students Whereabouts Unknown [SWU] lists supplied by Department of Education Student Tracking.

6. Oversee attendance Census.

7. Record whether an absence is authorised or unauthorised.

8. Send Unauthorised Vacation letters.

9. Approve Alternative attendance arrangements, in accordance with Section 24 of the *School Education Act 1999* and keep records within Individual Education Plan (IEP)*.*

10. Arrange access to an educational program for a student who has a physical and/or mental health condition and/or health care needs and who cannot attend the regular site.

11. Follow up on all cases of attendance that is under 90%.

12. Retain attendance records and Intervention Records in line with School Education Regulations.

13. Sanction Curriculum Offsite arrangements.

C. Administration Staff

 Update the hard copy enrolment register.

1. Keep l enrolment records up to date.

2. Inform the Principal of 'Unauthorised Vacation' notifications from parent.

3. Manage Transfer Notes.

D. Teaching Staff

1. Keep half day attendance records and monitor attendance of students in their class.

2. Record students as present for a half day when the student has attended at least two hours of instruction.

3. Record arrival times in the event of persistent late attendance.

4. Initiate parent meetings with parents of non-attending students or where absences are not meeting a satisfactory standard (90%) and/or affecting a students' achievement outcomes and/or their social wellbeing.

5. Develop Documented Plan - *Collaborative Action Plan, Attendance* (Appendix A:) for students who are at Educational Risk due to absence. *See Behaviour Guidance Policy.*

6. Liaise with Allied Health professionals and parents to develop documented plans including Curriculum Offsite arrangements.

E. Parents

1. Assist their child to arrive at school on time or to minimise the impact of late arrival.

2. To keep teachers/ administration informed of reasons for absences.

3. To work cooperatively with the school if their child is absent chronically or for an extended period.

4. Support child and school in implementation of Individual Education Plan and alternative attendance arrangements.

Related Legislation

School Education Act 1999

Education Regulations, 2000

Children and Community Services Legislation Amendment and Repeal Act 2014 (WA)

RELATED ETON FARM EDUCATION DOCUMENTATION

a. Enrolment procedure:
- Enrolment application form
- Enrolment contract

b. Policies:
- Child with Special Needs and Disabilities
- Child Protection and Mandatory Reporting Policy
- Curriculum policy
- Access to Students Policy
- Student Code of Conduct
- Staff Code of Conduct

c. Eton Farm Education Constitution
d. Prospectus (updated annually)

-Contact Person
Enquiries relating to this policy should be directed to the School Principal or the Board Chair.

-Breaches of this Policy
Any breach of this policy may result in disciplinary action up to and including termination of enrolment.

Version History		
Date	Version	Reviewer
07/19	01 - Created	MMW
09/20	02	MMW
10/20	03	MMW
07/21	04	MMW
05/23	05	MMW
09/23	06	TG
10/24	07	TG

Appendix A:

Eton Farm
PRIMARY SCHOOL

Collaborative Action Plan – Attendance Term ___

Student: **Year Level:**   **Teacher(s):**

Compilation Date: **Monitoring Cycle:**   **Review Date:**

Attendance Issue	Attendance Goal	Strategies to Achieve goals	Progress / Outcome

Parent: _____ *Date:*_____

Teacher: _____ *Date:* _____