



Student Attendance Policy and Procedure Cunderdin District High School

'Strive to be your best'



Policy

At Cunderdin District High School, it is our aim to ensure the accurate recording and rigorous monitoring of the attendance of all students and to implement appropriate strategies to restore attendance if there are attendance issues.

Background

It is acknowledged at Cunderdin District High School that students need to attend school on a regular basis to gain the maximum benefit from schooling to optimise their learning opportunities. It is also acknowledged that attendance issues are best managed by early identification and intervention.

Student Attendance Policy and Procedure

Cunderdin District High School implements the Department of Education Attendance Policy. Within this policy are four key processes. These include:

Recognise: Every student's attendance is monitored daily, and every absence identified.

Resolve: Every absence is investigated, and the reason recorded.

Restore: Where a student's attendance is below 90% or is identified as a concern, school-devised case management and legislative strategies are implemented to restore attendance.

Record: Accurate records of daily attendance, explanations and strategies accompany the school's Attendance Improvement Plan.

Under Section 23 of the School Education Act 1999 requires students to attend school, or participate in an educational program of the school, on the days on which it is open for instruction, parents/ caregivers must send their children to school unless:

- they are too unwell
- they have an infectious disease
- the Principal is provided with a genuine and acceptable reason

A student may be excused if they are prevented from attending due to temporary physical or mental incapacity, or other reasonable cause (Section 25), cultural or religious observance (Section 30) or suspension (Section 90).

Regular attendance is essential to assist students to maximise their learning potential. The probability of success in learning is strongly linked to regular attendance equal to or greater than 90%. When a student's attendance falls below 90% or is identified as a concern, the Student Attendance policy and procedures requires the school to investigate the reasons for a student's absence, discuss with parents and implement strategies for improvement that are linked to the causes of absence. Although there is no legal requirement in the School Education Act 1999 for pre-compulsory aged students to enrol in a school, there is an expectation that once enrolled students will attend on a regular basis, and positive attendance patterns will be fostered with all students at Cunderdin DHS.

**Cunderdin District High School:**

- Believes that students enrolled must attend all day on every school day
- Monitors, communicates, and implements strategies to improve a student's attendance in consultation and with support from carers
- Believes truanting could place a student in an unsafe situation
- Gives detentions to those students who choose to deliberately miss classes and jeopardise their learning opportunities
- Notifies parents of any truancy breaches

Indicators of students at risk are:

- Frequent lateness
- Leaving school without permission (truancy)
- Unexplained absences. Parents/carers will be contacted if the student is deemed to be at risk due to poor attendance by the Student Services Management team.

All students are expected to:

- be at school during their normal timetabled hours, or
- be absent only with their parents' or the school's permission
- to attend school on all days, including sports carnivals and excursion days. Punctuality in arrival at school is a requisite. Hours of attendance at Cunderdin District High School are 8:30 am-3:00 pm and early close at 2:30 on Thursdays

All parents are expected to:

- Parents are discouraged from taking planned holidays during term time. The school strongly encourages scheduled school holidays for personal holiday planning.
- Cunderdin District High School acknowledges that holidays are an enriching experience, but by law, every student is expected to attend school every day. Teachers are not obliged to accommodate students on holiday with learning programs. Catch up work will be provided when a student is absent in the case of illness.
- Parents who wish to take students out of school for the purpose of a family holiday for longer than two school days are required to apply to Principal Jonathon Arnott.
- Students who are absent from school for an entire day must bring a note of explanation as soon as they return. This note should clearly state the student's first name, surname, class/year level, the date(s) and reason for the absence. The note must be given in to reception within the Administration building. Parents are requested to ring the school by 9.30am on the day of their child's absence or alternately utilise the forms on the skoolbag app or email Cunderdin.DHS@education.wa.edu.au



Students late to school

- Students late to school are expected to report to the Administration with a note or alternately send an email to Cunderdin.DHS@education.wa.edu.au

Students needing to leave during the day

- Students needing to leave during the day are expected to bring a parent's note or alternately send an email Cunderdin.DHS@education.wa.edu.au which outlines the reason and the time the student needs to leave.

Illness or injury at school

- If your child falls ill or is injured whilst at school, the front office staff will contact the Parent/ Guardian listed on our records to come and collect their child. Students are not to call home on their mobile phone or leave the school premises without the school's permission and a parent or designated guardian arrives to collect them.
- Parents are to report to the School's Administration building and sign in prior to collecting their child from the Office. All students must sign out of the school through the in office.

Students who do not meet the minimum attendance requirements

The school will support students who do not meet the minimum attendance requirements in one or more of the following ways:

- The student will meet with the Deputy/Engagement Officer to discuss possible issues surrounding attendance
- Parents will be invited to an informal meeting
- Parents and students will be invited to attend an Individual Attendance Plan (IAP) meeting
- The student may be referred to the Student Engagement Team for further support and strategies to improve attendance
- Monitoring and review of attendance, and subsequent meetings including an invitation to convene and participate in an Attendance Panel
- Failure to adequately engage with the Student Services Management team on issues to improve attendance and therefore jeopardise educational outcomes may result in regional office being invited to offer further support in the home and school through outside agency referrals.

Recommending an attendance advisory panel or prosecution of the parent

- Where failure to follow advice or engage with assistance provided by a panel persists, the Panel may issue a certificate to commence procedures pursuant to Section 42 of the School Education Act 1999. Please refer to the Attendance Flowchart for information on when the Panel is enacted

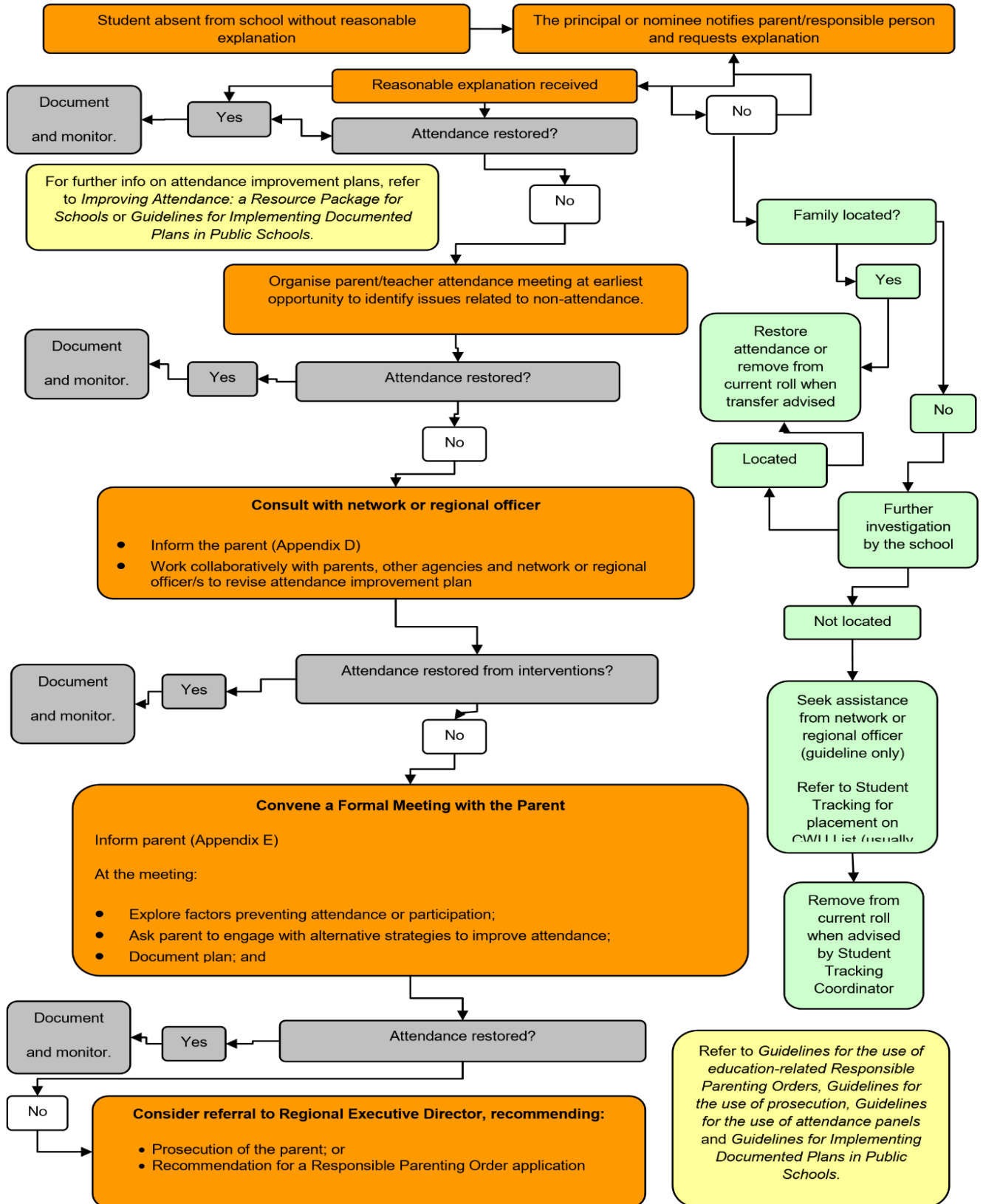


CDHS School Attendance Support Checklist

Area	Examples	Achieved	Led By	Who's Involved
School Processes and Systems	Flow chart or documented processes for all staff			
	Daily attendance procedures			
	Parent awareness of key school contacts			
	Home visits guidelines documented and known			
	weekly/regular community messages			
Attendance Monitoring	SIS- weekly analysis of 2–3-day absence			
	Daily and Weekly checks for identified at risk			
	SAR analysis - individuals and cohorts/groups			
	Whole of school - Awareness on regular basis			
	Use of OSI to track individual student details/traits			
	Use of Attendance Toolkit monitoring resources			
	Established "flags" for parent contact			
	School targets established and monitored			
	Tracking Tier 1 - 3 model			
	Daily Follow up on student absences			
	Letter notification process documented/used			
Parent Communication	All parent communication recorded on SIS			
	Parents notified daily re absences			
	Parents involved in IAP processes			
	Attendance messages disseminated to community			
	Strategies employed for non-engaged parents			
	Attendance Toolkit resources employed			
	A school Board engaged in community relationships			
External Supports	School has list of appropriate support strategies			
	School Psychology Services used as appropriate			
	Case coordination structure is operable			
SWU	Established process is operable to lodge SWU			
	School systems check SWU list prior to enrolment			
	Referral to ETM is established in school systems			



ATTENDANCE INTERVENTION FLOWCHART





PRE-ATTENDANCE ADVISORY PANEL CHECKLIST

Student details: Name, date of birth and year level	Parent(s) details:
School level case manager:	

Strategies applied to date: (Not all strategies will be appropriate. *List date(s) action taken*)

Strategies	Used	Comments / Not Applicable
School policies and procedures documented		
Telephone calls to parents/caregiver		
Teacher mentoring		
Student peer mentoring / shadowing		
Parent/caregiver/student interview		
Attendance reward system applied		
Modified timetable or learning program		
Documented attendance improvement plan		
School Psychologist/Chaplain involvement		
School case conference		
Interagency case conference		
Letters sent to parent/caregiver		
Home visit by Badged Attendance Officer		
Police / CPFS involvement		
Consultation with regional Attendance Coordinator or Engagement & transitions Manager		
Alternative education arrangements considered		
Convening of formal meeting		
Offering of Responsible Parenting Agreement		
Other strategies implemented:		



An Attendance Improvement Plan can be implemented to support of a student whose attendance is of concern.

CDHS Attendance Improvement Plan		
Student:	D.O.B:	Address:
Teachers:	Education Assistant:	Speech Pathologist:
Student Strengths:		
Objectives of meeting:		
E.g., To support <<student>> in improving their school attendance and to ensure she/he continues to achieve academically and feels socially connected to her/his peers.		
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? <p>Is the student on another documented plan?</p> <ul style="list-style-type: none"> Individual or Group Education Plan Individual Behaviour Support Plan <p>Are there any known health or physiological issues that may impact attendance?</p>		
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
<p>Possible actions to consider</p> <ul style="list-style-type: none"> ▪ A daily reward system or a weekly rewards system ▪ Adjustments to curriculum e.g., concentrating on core or favourite 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 <p>Other:</p>
Student 's carers / parents will take the following actions to help the student achieve these goals
<p>Possible actions to consider:</p> <ul style="list-style-type: none"> ▪ 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 ▪ Support with homework ▪ A visit to the family GP for a check-up



Other;

Additional Discussion Points:

Implementations 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 / Careers / Guardian

CDHS Speech Pathologist

CDHS School Psychologist

Other



Parent Checklist – Attendance and Absences

1. If your child is absent or going to be away from school, we need to know why.
2. This can be done by contacting the Attendance Officer Paul Jasper directly by:
 - Calling - 96353300
 - Emailing - Cunderdin.DHS@education.wa.edu.au
 - Skoolbag APP – Absence Online Form
3. If your child is late for school, they need to provide a note when signing in or an email can be sent.
4. If your child needs to leave during the day:
 - Office/teacher to be advised of time student is being picked up.
 - Parent/Guardian to request office staff collect student to sign out at office
 - Parent to meet student in office and sign out.
 - Secondary- Can sign out themselves with prior permission provided from parent (note/SMS) to the office with reason



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