



**Victoria Park**  
Primary School

# Attendance Policy

2024

Our School Makes a **Difference**

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# Victoria Park Primary School Attendance Policy

At Victoria Park Primary School we believe Everyday Matters. To access the full curriculum, and give your child the best chance of success, Victoria Park Primary School aims to support and encourage children to set an attendance goal that is as close to 100% as possible. The likelihood of learning success is strongly linked to regular attendance and engagement in educational programs. Students who do not attend regularly risk poor academic achievement and a greater risk of social disadvantage.

The Department of Education monitors the attendance of all students enrolled in school, identifies students with attendance issues and implements appropriate measures to restore regular attendance. Victoria Park Primary School adheres to the Department's Attendance Policy. The purpose of this policy is to provide explanation of expectations and roles. Please refer to the Department policy for further information and explanation.

## Attendance Expectations

Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes. Student attendance is considered to be 'at risk' if less than 90%. Unauthorised absences encompass truancy, those not considered acceptable by the Principal, nominee, or the Department and where an explanation has not been provided by the parent. A student will be deemed absent for a half day when the student has not attended at least two hours of instruction within that half day period. Students who arrive late to school are also impacting their learning.

The Department of Education regulations requires an explanation from a parent/guardian within 3 days if a student is absent. It is the parent/guardian's responsibility to inform the school when a child is absent. All absences recorded are retained and must coincide with absences marked on the class roll. Classroom teachers will follow up unexplained absences. However, any continual unexplained absences will be referred to the Executive Team.

The below chart shows how the amount of time missed in a year, and if maintained across their schooling can impact on the future of your child.

Attendance Rate	Days Missed per Term	Days Missed per Year	Days Missed Over 7 Years of School (P-6)	Primary School Time Missed (P-6)
90%	5	20	140	72% of 1 school year
80%	10	40	180	1.5 years
70%	15	60	420	2.2 years
60%	20	80	560	2.9 years

In other words, if your child misses:

- Five days each term, they miss out on about three terms of primary school
- One day a week, they miss 1 and a half years of primary school
- 1.5 days a week, they miss just over 2 years of primary school
- Three days a week, they miss just over 4 years of school

## Notifying the School of your Child's Absence

Parents have the responsibility to inform the school if their child is absent and the reason for this absence. Parents/Carers are asked to inform the school on the first day of any absence by giving a reason for the absence and a likely date of return. At Victoria Park Primary School we have preferred ways of communicating an absence:

1. Use the Absentee Form form on the school communication app, **School Stream**
2. Send an email to: [VictoriaPark.PS@education.wa.edu.au](mailto:VictoriaPark.PS@education.wa.edu.au)
3. Contact the classroom teacher via **email**
4. Phone the school directly on **08 6216 4900**

It is assumed that students who are away from school due to illness are too sick to complete school work.

## Permission to Leave

Permission to leave school grounds will not be granted unless parent/carer advice has been received and they are collected by an authorised adult. Parents/carers are requested to sign a school register and obtain a 'leaving pass' from the office if they need to take their child out of school during the school day.

## Family Holidays During the School Term

We discourage parents from taking children out of school during term time for family holidays. If you wish to take your child out of school for a holiday during term time (for 3 or more days), you must first consult with the Principal in writing to gain permission.

School work for this time will not be provided but we strongly promote keeping a journal, maintaining regular reading of books and practicing of basic number facts, addition, subtraction, multiplication, etc and practice with currency.

Please remember that every day away from learning programs can impact on your child's achievement and progress.

## Attendance Procedures

### Classroom teachers are responsible for:

- Entering student attendance records on Integris by 10am each morning. Any modifications should be completed by 3pm each day.
- Storing records of all contacts, or attempts to make contact, with the family regarding absences. This includes managing absentee notes and recording, on Integris, reasons for absences provided by parents verbally and/or in writing. Any paper records must be sent to the office at the end of each year for archiving.
- Seeking reasons for non-attendance of students from parents by using the attendance note on Integris generated by Student Services Deputy.
- Updating Integris whenever reasons are provided by parents for absences
- Reporting concerns over absences, low attendance rates or lack of absentee notes to the Student Services Deputy and/or Principal.
- Ensuring students who are late have collected late passes from the office.
- Ensuring students who are being collected by parents/carers early have a leave pass from the office before releasing the student.

### The Office staff are responsible for:

- Ensuring Integris is set up for attendance each week.
- Recording absentee reasons when parents email or phone the school.
- Recording absentee reasons from School Stream.
- Recording absentee reasons from returned attendance notes populated from Integris
- Recording late arrivals as they occur and providing late passes to notify staff of this.
- Confirming the identity of any person asking for access to a student during the school day.
- Providing leave passes for students being collected by parents/carers.
- Archiving all classroom absentee notes and records at the end of each year.

### The Student Services Deputy is responsible for:

- Populating Integris attendance notes for teachers to send home to parents
- Organising attendance notices, reporting attendance issues and requests for explanations once a semester.
- Running reports to monitor attendance.
- Organising action to address ongoing concerns about absences.

### The Principal is responsible for:

- Overseeing all attendance procedures.
- Approving, or not, any vacation absences requests from parents.
- Requesting a medical certificate for prolonged absences due to sickness or injury.

### Parents/Carers are responsible for:

- Ensuring they provide an explanation of all absences to the school either on the student's return to the school in writing, or by phone prior to the student's return.
- Informing the Principal, in writing, of any planned vacations and the reasons why they must occur in school time.
- Attending any meetings requested by the school to discuss absences.
- Providing a medical certificate for prolonged absences due to sickness or injury.
- Signing your child in/out at the office if they are late or leaving early and providing a reason for this.

## Management of Non-Attendance

Where attendance falls below 90 per cent over a term, the Principal or member of the executive team will:

- further investigate the reasons for the student's absence
- organise a parent/teacher meeting and/or case conference at the earliest opportunity to identify the issues related to the non-attendance and plan for improvement; and, if required document all attendance improvement plans.

## Attendance Codes

Record daily attendance in SIS Classic using these codes:

Group	Code	Title
Student attendance on site	/	present
	M	medical or sick bay
	W	withdrawn
Student attendance off site	E	education activity
Student late at school	L	late
Student with authorised absence	R	reasonable cause
	C	cultural absence
	N	notified as sick
	V	authorised vacation
	Z	suspended
Student with unauthorised absence	U	unexplained absence - cause not yet established
	K	unauthorised vacation
	X	unacceptable reason
	T	truant - off school site
Student not required to attend	Y	school closure
	Q	study leave - Years 11 and 12