



STUDENT ATTENDANCE POLICY 2025

Rossmoyne Primary School



Policy Statement

As a WA Government school, Rossmoyne Primary School must 'monitor and manage student attendance in order to maximise the opportunities of all students to learn'. (Reference – DoE Student Attendance in Public Schools Policy, page 2).

Rationale

All schools in Western Australia are committed to providing safe and supportive learning environments for all students which address their educational needs. Regular and consistent school attendance and participation are essential for all students' social and academic learning.

Rossmoyne Primary School expects students to attend school regularly and to participate fully to gain maximum benefit from schooling. Regular attendance enables students to access a full education, enabling them to reach their full potential.

Beliefs about the Importance of Attending School

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school.

Rossmoyne Primary School:

- is committed to promoting the key message "every day matters";
- monitors, communicates and implements strategies to improve students' attendance; and
- believes attendance at school is the responsibility of everyone in the community.

Responsibilities

Administration responsibilities:

- promote student attendance through clear statements of expectations and procedures;
- promote attendance through regular articles in school newsletters;
- develop and implement rigorous and effective systems to record and monitor attendance;
- ensure that student attendance is recorded in every class;
- maintain accurate attendance records in both the School Information System (SIS) and Student Attendance Reporting (SAR);
- prompt processing of student transfers;
- monitor and analyse school attendance records each month in SAR;
- respond to parent requests for absences for vacations during the school term;
- generate and distribute letters for all students with unexplained absences in Weeks 4 and 9 of each term;
- generate letters to parents whose children are in the 'moderate' and 'severe' categories in Weeks 5 and 10 each term;
- provide ongoing monitoring and support for students in the 'moderate' and 'severe' categories, as well as support for their teachers and parents/carers;
- ensure Attendance Plans are developed as required;
- support teachers to develop Attendance Plans;
- develop Responsible Parenting Agreements in conjunction with parents/carers as required;
- invite families to Attendance Advisory Panels as appropriate and complete all required documentation;
- consult with Regional Office when student attendance concerns continue; and
- provide resources and templates to assist teachers to complete their attendance responsibilities.

Teacher responsibilities:

- promote and encourage attendance;
- monitor and record each student's attendance in SIS with 100% accuracy, twice daily;
- seek advice from administration if unsure about what absence code to use (see Appendix A);

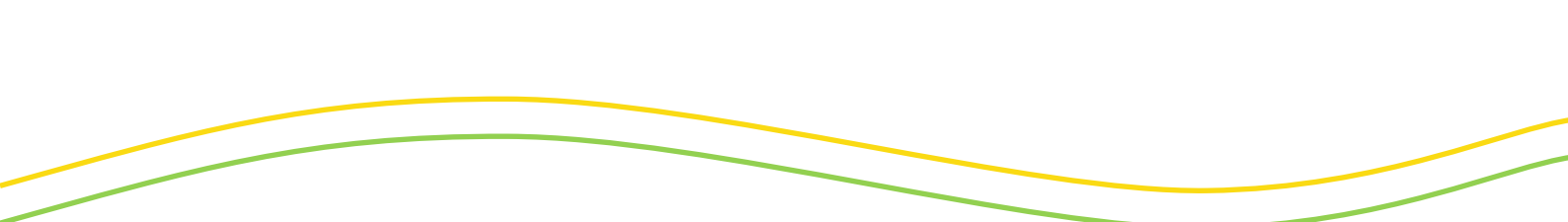
- record 'notes' against all absences in SIS – notes to include the name of the person who notified the teacher of the absence, the reason for the absence, the student's expected date of return to school, the teacher's initials and the date the notification was received;
- **All absent paperwork will be kept in a clearly labelled envelope** (provided by the office)
 - **Late Students** – sign in using passtab which produces a sticker with the details. The sticker is then taken to the class teacher who enters the late and puts the time into the comments. The sticker is then put into your envelope.
 - **Early Sign Out** – parents sign out students using passtab. Parent then brings the teacher a laminated card. Teacher releases the student. No need to enter on integris (unless before 11.45am and student is not returning for the remainder of the day – half day absence). Return the laminated cards to the office at the end of the week.
- **Absences**
 - parent notifies the office by phone – office will enter on integris. No paper slip required.
 - Parent notifies the office by email – office will forward email to teacher. Teacher enters on Integris. Email is saved in teachers email folder (Attendance – please create one). The emails in this folder will be printed out at the end of the term and placed in envelope.
 - Parent notifies the teacher by email/seesaw message. Follow the procedure above.
 - Parent notifies the teacher or the office by email/seesaw message about vacation/extended leave. Forward email to office staff and they will enter it into integris.
- follow up on all unexplained absences in person, via note in school diary/email/phone or by contacting emergency contacts
- notify administration when students have been absent for 10 consecutive days and the reason is not known;
- develop and monitor Attendance Plans for students in the 'moderate' and 'severe' category with support from administration;
- refer parents/carers to administration to discuss requests for vacations during the school term;
- Teachers may provide parents/carers with suggested activities, websites, apps, etc. for children in cases of unavoidable, extended absences (longer than one week). This will be considered on a case-by-case basis and does not apply to absences due to family vacations.

Student responsibilities:

- attend school at all times when the school is open for instruction;
- arrive at school and attend all classes on time;
- remain on the school premises during school time unless they have the permission from both their parent/carer and the school administration to leave;
- complete any work that is missed due to absences if requested by the teacher; and
- work cooperatively with the school and be actively involved in improving their attendance.

Parent/Carer responsibilities:

- ensure their child attends school at all times when the school is open for instruction (see School Education Act, 1999);
- promote and provide organisational support to their child to allow them to attend school and participate on all designated school days;
- ensure their child is on time for school each day;
- notify the school on the first day of their child's absence;
- notify the school in advance if an absence is planned;
- support their child's learning during continued or prolonged absences through completion of educational activities;
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- work cooperatively and collaboratively with the school to develop and implement improvement strategies when their child's attendance has been inconsistent due to reasons deemed unsatisfactory by the school;
 - work cooperatively with the school to support their child when returning to school after prolonged absences;
 - contact school administration staff to discuss and seek authorization for vacations during school terms; and
 - ensure the school has correct and up to date contact details.

Ratified by Rossmoyne Primary School Staff on 24th March 2025.

Ratified by Rossmoyne Primary School Board on 31st March 2025.

Review Date: 2028

Appendix A – Lesson Attendance Code Descriptions

Code	Description	Notes
/	Present	The student is present at school. This is the default setting in Lesson Attendance.
E	Educational Activity	The student is involved in an approved educational program such as an excursion or an off-site program such as PEAC. This code is not classified as an absence.
Q	Not required to attend	Only for Year 11 and 12 students who are on study/exam leave and are not on school site.
W	Withdrawn	The student is present at school but is withdrawn from classroom activities as a planned response to a breach of school discipline. This is not classified as an absence.
M	Medical or Sick Bay	The student is present at school but is in sick bay. This is not classified as an absence.
L	Late	The student is late but is not late enough to be recorded as a half day absence. This is not classified as an absence.
R	Reasonable Cause	A student's parent/carer has provided an explanation for the absence which is deemed acceptable.
Z	Suspended	This code is automatically recorded in Lesson Attendance by the Behaviour Module when a student is formally suspended. This is classified as an authorised absence.
C	Cultural Absence	The student has been authorised to be away due to cultural or religious events that are of significance to the family. The absence should be negotiated prior to it being taken.
N	Notified as Sick	A parent/carer has advised a student was away due to illness. A medical certificate may be requested.
V	Vacation	A student is away on vacation during the school term. This code can only be used where the principal is satisfied that there are reasonable grounds for the absence and it was negotiated in advance. **Only Admin are authorised to use this code.
K	Unauthorised Vacation	The student is away on a vacation during the school term and the principal has not authorised the absence. This code is classified as an unauthorised absence.
X	Unacceptable Reason	The principal does not consider that the reason supplied for the absence satisfies the requirements of Section 25 of the School Education Act 1999.
U	Absence – cause not yet established	No reason or explanation has been provided by the parent/carer for a child's absence.
T	Truant	A student is absent from school and an investigation has revealed that the student has truanted.
Y	Not required to attend	The student is not required to attend due to enforced school closure. Schools can use this code for critical events, natural disasters or amending programs for Kindergarten students.