



Attendance Policy

Wembley Downs Primary School

RATIONALE

It is a legal requirement for children to attend school. If a child is absent or late for any reason, a written note or verbal reason must be provided to the school. Students are deemed to be at risk by the Department of Education if their attendance is below 90%.

The principal is responsible for creating and maintaining a safe and positive learning environment which promotes engagement and participation and for the management of regular school attendance. Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes.

It is anticipated that students will attend and participate in all classes to gain maximum benefit from their time as a student at Wembley Downs Primary School. Using Integris (School Information System) the class teacher will mark the roll on a daily basis and accurately record student absences as well as recording absentee letters and parent telephone calls.

PURPOSE

To ensure that each child will be accounted for when they are at school and to provide accurate record keeping for absentees.

IMPLEMENTATION

Classroom teachers are responsible for the accurate recording and rigorous monitoring of student attendance.

- Classroom teachers will follow up daily on unexplained absences by sending an absentee note home with the student upon their return.
- Where there are continued unexplained or prolonged absences classroom teachers will follow the process outlined in the [Flowchart for monitoring and documentation of student absences](#) (attached).
- Where there are concerns for student attendance an Individual Attendance Plan will be created.
- A list of unexplained absences will be generated at the end of each term and letters sent home to parents. Returned letters with reasonable explanations for absences will be actioned by classroom teachers. The Leadership Team will follow up if letters are not returned or absences remain unexplained.

Parents should be informed of the school's requirements as outlined below:

- If a child is absent or late for any reason, a written note, returned absentee note or verbal reason must be provided to the classroom teacher. A message can be left by calling the front office on 9222 9300
- When students arrive late (after 8.50am) for school they must sign in through the front office.
- If parents need to withdraw students during the day they must attend the front office first to request a permission slip to release their child from class.
- The principal must approve all absences due to planned vacations. Parents can email the principal at Wembleydowns.PS@education.wa.edu.au to seek approval.



Individual Attendance Plan

Student Name: _____ **DOB:** _____

Year: _____ **Room:** _____

Current Attendance %	Target Attendance %

Planned strategies to improve attendance:

Strategy	Who is responsible?

Monitoring format:

- Classroom Teacher to track attendance through Integris (Schools Information System)
- Phone calls/letters from parents/caregivers if _____ is absent
- Medical certificate if absent for illness

Parents: _____ Date: _____

Teacher: _____ Date: _____

Deputy Principal: _____ Date: _____

Review Date: _____

Comments:

Flowchart-for-monitoring-and-documentation-of-student-absences¶

