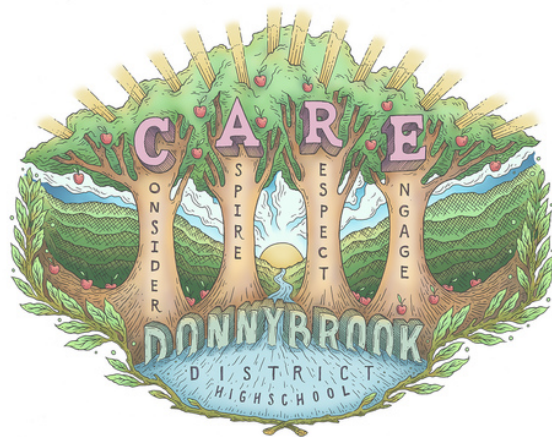


YOUR
CHILD;
OUR
FOCUS



Attendance Policy



Donnybrook District High School

Rationale

The School Education Act 1999 requires compulsory aged students as defined in the Act, to attend school or participate in an educational program of school, on the days on which the school is open for instruction unless an arrangement in writing has been entered for a student.

The Principal is responsible for the accurate recording and vigorous monitoring of the attendance of all students and implementing appropriate strategies to restore attendance if there are attendance issues.

Although there is no legal requirement in the School Education Act 1999 for pre-compulsory ages students to enrol in school, there is an expectation that once enrolled, students will attend on a regular bases and positive attendance patterns will be fostered.

Students considered at educational risk (SAER) as a result of poor attendance are those students who:

- Refuse to participate in their schooling
- attend erratically
- attend <90% each term without a reasonable cause
- students whose attendance has been significantly impacted by extended chronic illness/poor family support networks/mental health concerns
-

Attendance Targets

The Donnybrook District High School Target is to equal or exceed the WA Public School's Attendance Average.

- Primary Attendance Rates - 88.9% (2023)
- Secondary Attendance Rates - 82.5% (2023)

This will support the Focus 2024 to work to restore attendance to pre-COVID levels.



Attendance Focuses and Strategies

Creating a positive school culture:

- Raise the profile of Donnybrook DHS attendance expectations through our PBS.
- Create a culture that models and values punctuality.
- Build a positive school culture and make all students feel safe and welcome at school.

Monitoring and follow - up:

- Front office staff to follow up any unexplained absences with morning and afternoon text message.
- Phone calls to parents throughout the week to follow up any unexplained absences.
- Students who are late are to sign into school through the front office with a reasonable cause.
- Primary teachers to check the roll each morning and afternoon. Secondary teachers to check the roll each lesson.
- If a teacher is concerned regarding a student's attendance, this is to be discussed with Deputy Principals.
- Deputy Principals will follow up with any parents of students who have ongoing absences and develop attendance plans as required.
- If a concern is noted, parents may be asked to supply a medical certificate.
- Letters detailing dates of unexplained absences to be sent home each term.

Recognition of attendance:

- Acknowledge students with regular attendance through PBS faction points.
- Communication with parents, by Deputy, when increased attendance is noted.
- Recongrise students for improved attendance through PBS faction points.

Data collection:

- Close monitoring of students in the Severe (<60%), Moderate (60%-80%) and Indicated (80%-90%) attendance categories.
- Review attendance and progress each fortnight.
- Staff know which students are away in their classes.

Intervention and support:

- Staff establish and maintain positive relationships with students and parents
- Intervene early with parents if absences deteriorate with a focus on preventing students entering the Moderate category.
- Utilise a range of strategies to support students who are at risk. See strategies for Primary and Secondary students attached.
- Utilise support from the school's Aboriginal Education Advisor and AIEO for Aboriginal Students.
- Involvement the School Psychologist and School Chaplain for students at risk, where appropriate.
- Follow the school Parent Communication Flow chart when concerns noted.

Attendance Focuses and Strategies

Record keeping

- The following codes are to be used to record every student's lesson attendance:
 - / - Present
 - N - Notified as sick
 - U - Absent (cause not yet established)
 - R - Reasonable cause for absence (must include the reason in SIS)
 - K - Unauthorised Vacation/Holidays
 - E - Educational activity
 - L - Late (students arrives more than 10 minutes after the first siren)
- Teachers are required to register their class roll in Compass by 9:30 every day and input any explained absences into Compass.
- Students who arrive after 9:00 are required to get a late note from the front office where their lateness will be recorded.
- Unexplained absences receive a text message in the morning and afternoon.
- Follow-up phone calls made by administration for unexplained absences.
- Administration to be contacted immediately if a student is marked as present is not in class.
- Deputy Principals to follow-up any attendance concerns.

Attendance Parent Communication Flow chart

Monitoring

Morning and afternoon text messages for unexplained absences.
Follow-up phone calls from front office staff requesting explanation.
Record actions on attendance report and update attendance records



Student attendance rate decreases below 90%

Deputy Principals to monitor attendance.
At Risk letter to be considered if absences are for unacceptable reasons.
Record actions in activity log on Compass.



Attendance percentage begins to increase and continues to be monitored.
Students are acknowledged for improved attendance.



Student attendance rate decreases below 80%

Attendance Notification - letter is to be sent home.
Deputy to contact parents for ongoing concerns.
Record actions in a Chronicle entry on Compass.



Attendance percentage begins to increase and continues to be monitored.
Students are acknowledged for improved attendance.



Student attendance rate decreases below 60%

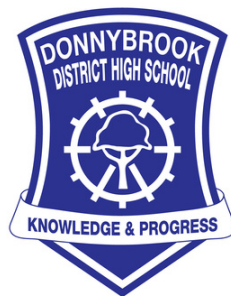
Parents are called by the Leadership Team notifying them of our concerns and the impact on student learning.
Engagement with internal and external stakeholders to support improved attendance (teacher, school psychologist, chaplain, CAMHS).
Attendance plan developed in consultation with parent, student (if applicable) and other relevant stakeholders.



Attendance percentage begins to increase and continues to be monitored.
Students are acknowledged for improved attendance inline with Attendance Plan.



After 2 weeks, if no improvement is made, Attendance Notification Severe Risk - Formal Meeting Required.
Attendance Plan is to be refined.
Letter is to be sent home.



Donnybrook District High School

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