



POLICY STATEMENT

At Jarrahdale Primary School, we're dedicated to fostering a safe and supportive learning environment tailored to meet the unique educational needs of each student. We recognize that regular attendance is vital for both academic progress and social development. Therefore, we expect all our students to attend school consistently to fully engage in the educational experience and derive maximum benefit. By ensuring regular attendance, students can access a comprehensive education, empowering them to reach their full potential both academically and socially.

RESPONSIBILITIES

Jarrahdale Primary School responsibilities:

- Maintain accurate attendance records
- Respond to Department requests for reporting and disclosure of attendance data
- Manage alternative attendance arrangements where appropriate
- Use existing school systems, MGM Outreach and Connect to allow parents to communicate student absences
- Address unexplained student absences
- Develop an attendance plan for students with consistent absences.

Teacher responsibilities:

- Record student attendance daily via Integris by 9:00am
- Ensure student has checked in at the office if arriving after 8:40am
- Follow up unexplained absences twice a term
- Discuss and refer students with consistent absences to the Principal.

Student responsibilities:

- Attend school when school is open for instruction
- Arrive on time to school and every class
- Provide a written explanation from the parent/carer when they are absent from school
- Remain on school premises at all times unless permission has been granted by the school or parent/carer.

Parent responsibilities:

- Ensure that their child attends school when the school is open for instruction
- Ensure their child is on time for school each day (school commences at 8:40am)
- If late, collect a late note from the administration building
- Notify the school in writing of their child's absence, preferably on the first day of their absence.
- Provide written notification to the school in advance if planning an absence for any duration
- Work cooperatively and collaboratively with the school to develop and implement improvement strategies when attendance has been inconsistent due to reasons deemed unsatisfactory by the school
- Ensure that student contact details are up to date.

REFERENCES

School Education Act 1999 (WA)

Student Attendance in Public Schools Policy v4.3

School Education Regulations 2000

EFFECTIVE DATE: Term 2, 2024

REVIEW DATE: Term 2, 2025

Appendix 1: Jarrahdale Primary School, Individual Student Attendance Plan

JARRAHDAL E PRIMARY SCHOOL INDIVIDUAL STUDENT ATTENDANCE PLAN



STUDENT: _____

TEACHER: _____ CLASS: _____ YEAR: _____

CURRENT ATTENDANCE RATE: _____

Strategies undertaken

- | | |
|---|--|
| <input type="radio"/> Telephone call/s to parents | <input type="radio"/> Implementation of Individual Attendance Plan (IAP) |
| <input type="radio"/> Letter/s to parents | <input type="radio"/> School Chaplain involvement |
| <input type="radio"/> Administration home visit/s | <input type="radio"/> School Psychologist involvement |
| <input type="radio"/> Attendance reward system consistently applied | <input type="radio"/> Police/APLO involvement |
| <input type="radio"/> Parent/student attendance interview/s | <input type="radio"/> Other agency involvement |
| <input type="radio"/> School case conference/s / formal meeting | <input type="radio"/> Consultation with network or region attendance coordinator |
| <input type="radio"/> Interagency case conference/s | <input type="radio"/> Attendance Panel |

Other

Specific target	Strategies	Due Date	Person responsible	Review period

Parent concerns / additional notes

Signatures	Name	Signature	Date
Parent/Guardian			
Teacher			
Principal			

Unexplained absences follow up (if required)

Parent copy

REVIEW DATE: _____