



## Attendance Policy

### RATIONALE

Early identification and intervention of poor attendance is known to improve child and student learning outcomes. Students who have patterns of poor attendance are at risk, as they may not achieve their potential educational and social/emotional development. Landsdale Gardens Primary School endeavours to work in partnership with parents/carers and the Department of Education to ensure regular school attendance for all our students.

### AIMS

Landsdale Gardens Primary School's Attendance Policy aims to;

- Establish clear expectations that all children attend school in line with the requirements of the Department of Education.
- Prioritise the early identification of non-attendance and irregular school attendance.
- Provide a committed approach to monitoring school attendance to improve student learning outcomes and contribute to the development of the whole child.
- Provide clear guidelines and process when working in partnership with parents and the Department of Education to ensure regular school attendance for all students.
- Maximise learning opportunities by ensuring all student attendance is above 90 percent.

### RESPONSIBILITIES

#### Parents have the responsibility to:

- Ensure your child/ren attend school to maximise attendance unless there is a valid reason for being away.
- Ensure your child/ren attend school between 8.40am and 2.50pm. Arrivals after 9.10am will be marked as a half day absence and will require an explanation from a parent/guardian.
- Notify the school office or classroom teacher of the reason for their child/ren's absence. This can be done through the Compass APP, a written note to the teacher or email within 24 hours of their child being away.
- Provide a Medical Certificate to confirm your child's illness after three or more days of being absent.

#### Teachers have the responsibility to:

- Maintain accurate records of attendance using Compass at 8.40am-8.50 am and 11.20-11.30am each day and report concerns to the Deputy. (Appendix 1 – Compass Codes)
- Contact the parent/guardian if a student is absent for more than three days without a reason.
- Follow up all unexplained absences and update Compass when a reason has been provided.
- Date and initial all notes and explanations that are added into Compass.
- Retain all written explanations from parents and guardians for archiving at the end of the



### **Administration has the responsibility to:**

- Implement and maintain the Attendance Policy
- Manage late arrivals through the Front Office.
- Maintain attendance records.
- Ensure the completion of the Unauthorised Leave Letter for all students taking leave within the term. (Appendix 2 – Unauthorised Leave)
- Record and document all interventions.
- Monitor and analyse attendance data of all students with a focus on those who are “At Risk” (<90percent)
- Report data and information to the school community where necessary.
- Ensure procedures are in place when following up non-attendance.
- Issue a Leave Pass for all students who are leaving school grounds.
- Generate Unexplained Absence letters during the term and issue toolkit letters for low attendance. (Appendix 3)

Approved: 16<sup>th</sup> June 2023

Reviewed: June 2026



## Appendix 1: Compass Code Information Sheet

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



## APPENDIX 2: Unauthorised Leave

\_\_\_/\_\_\_/\_\_\_

Dear Mr Slavin,

I am writing to request leave for my child/ren, \_\_\_\_\_

\_\_\_\_\_

Leave Commencement Date: \_\_\_\_\_

Leave Returning Date: \_\_\_\_\_

**Please note: All leave during school term will appear on your child/ren's records as Unauthorised Vacation.**

Please provide reason for leave in the space below;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Kind regards,

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_

Relationship to child: \_\_\_\_\_



## APPENDIX 3: Toolkit Letters



Government of Western Australia  
Department of Education

### ATTENDANCE LETTER 1

Parent/Caregiver Name

Address1

ADDRESS2 WA 6XXX

Dear [Name]

It has come to our attention that \_\_\_\_\_'s attendance is below an acceptable level of 90 percent.

At Landsdale Gardens Primary School we strive to increase the attendance of all students. The *School Education Act 1999* requires parents to send their children to school each school day unless there is a good reason for them not to attend.

Everyday attendance increases students educational outcomes thereby increasing their lifelong and career opportunities.

Please contact me, if there are issues that you wish to discuss or if you would like support in ensuring your child attends school each day.

Regards

Jacob Slavin  
Associate Principal

Date

You are  
here





## ATTENDANCE LETTER 2

Parent/Caregiver Name

Address1

ADDRESS2 WA 6XXX

Dear [Name]

You have been notified previously that \_\_\_\_\_ 's attendance has fallen below an acceptable level of 90 percent.

At Landsdale Gardens Primary School one of our priorities is school attendance. We have a whole school attendance strategy that supports all families to maximise attendance at school.

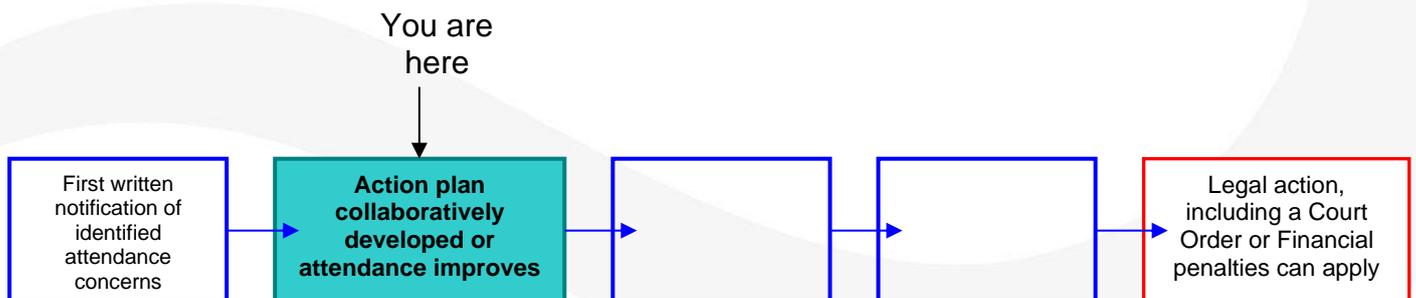
The *School Education Act 1999* requires parents to send their children to school each school day unless there is a good reason for them not to attend.

If your child's attendance does not improve within the next few weeks, you will be required to work with school personnel to develop and implement an Individual Attendance Plan.

Regards

Jacob Slavin  
Associate Principal

Date





## ATTENDANCE LETTER 3

Parent/Caregiver Name

Address1

ADDRESS2 WA 6XXX

Dear [Title] [Parent Last Name]

I am writing regarding the attendance of your son/daughter, [Student Name], at Landsdale Gardens Primary School.

The *School Education Act 1999* requires parents to ensure that children of compulsory school age attend school on each day that the school is open for instruction. If children are absent from school, a parent or responsible person must provide the school with an acceptable explanation within three days of the absence.

I have previously advised you that [Student Name]'s attendance is a matter of concern. We have tried to work with you and implemented a range of strategies to encourage [Student Name]'s regular attendance at school without success.

Strategies attempted include the following:

- [insert a list of strategies offered or attempted here]

I have recently reviewed [Student Name]'s pattern of attendance and it is clear that absences without a good reason being provided are still at an unacceptable level. A summary of absences is attached for your reference. It is very important that we work together to resolve this issue and I intend to consult with officers from the North Metropolitan Education Regional Office to provide additional support and advice.

I will ask the consulting officer to assist me to review the case and to provide advice to the school. As part of this process, the officer may contact you directly and arrange a meeting to discuss [Student Name]'s attendance or attend a planning meeting so we can develop further strategies together.

If [Student Name]'s attendance does not improve through these strategies, I will ask you to attend a formal meeting to discuss the situation and will advise you in writing when this will happen. In the event that we are unable to resolve this situation together it may be necessary to refer the matter to the Department's solicitors for legal action.

It is important that we work together to resolve the issue.

Yours sincerely,  
Jacob Slavin  
Associate Principal

Date

You are  
here





Parent/Caregiver Name

Address1

ADDRESS2 WA 6XXX

Dear [Title] [Parent Last Name]

### NOTIFICATION OF FORMAL MEETING REQUIRED

I am writing regarding the attendance of your son/daughter, [Student Name], at Landsdale Gardens Primary School. The *School Education Act 1999* requires parents to ensure their children of compulsory school age attend school on each day that the school is open for instruction unless there is good reason for them not to attend. If students are absent, a parent or responsible person is required to provide the school with an acceptable explanation within three days of the absence.

Parents who fail to ensure that their children attend school regularly or who fail to provide satisfactory explanations for absences may be committing a serious offence. The maximum penalty is \$1,000 for each offence.

I have previously advised you that [Student Name]'s attendance is a matter of great concern. I have also consulted with [Name and Role of Network or Regional Officer] to provide additional advice and support and develop alternative strategies with us to improve the situation.

I am very concerned that [Student Name]'s attendance is still at an unacceptable level and that we need to work together to resolve this issue.

I am now asking you to attend a formal meeting to discuss this matter. At this meeting it will be important for you to talk about any problems that might be preventing [Student Name]'s attendance. A plan will be developed with you to improve [Student Name]'s attendance and it will be expected you take all reasonable steps to ensure your child attends school.

[Name of Organising Officer] will be contacting you shortly to arrange the formal meeting. Alternatively you may wish to make contact on telephone number XXXX XXXX. It is very important that you attend the formal meeting and work closely with the school to avoid the matter being referred to the Department's solicitors for legal action.

Yours sincerely

Jacob Slavin  
Associate Principal

Date

You are  
here

