

# Morley Primary School Engagement and Attendance Plan

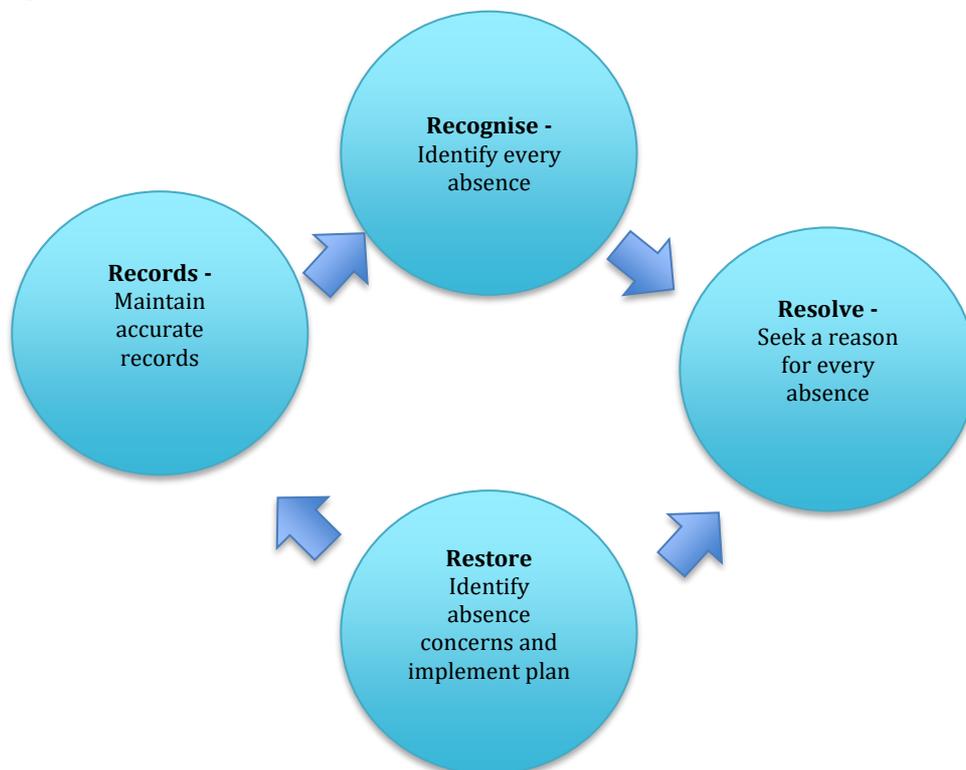
*“Every Day Matters”*

*Endorsed by School Board 5 April, 2023*

Morley Primary School fosters an inclusive and positive learning environment to provide students with a diverse range of experiences to learn, grow and be their best self. The Positive Behaviour Support Plan outlines the strategies and processes for the explicit teaching, modelling, and development of the Morley Expectations - Be Safe, Be Fair, Be Kind and Be a Learner. The following plan outlines the relevant Department legislation and school processes for supporting and managing strong attendance habits.

This policy has been developed in consultation with the Department of Education Student Attendance in Public Schools Policy v3.5 and Student Attendance in Public Schools Procedures v3.6. Regular attendance at school is fundamental to student learning and allows students to build on their knowledge and skills each day. Learning is sequential and developing a habit of going to school every day is essential to maximise learning and achievement opportunities.

At Morley Primary School, we believe that every day at school matters. With strong attendance, students will have the best opportunity to achieve their potential, maximise progress and achievement, and establish and maintain connections and friendships. The engagement policy is underpinned by the following components:



# Responsibilities

## Parents:

- Promote a positive attitude towards attendance and reinforce the school's belief that 'every day matters'.
- Avoid planned absences, holidays and events during the school term. (Please note that the school will acknowledge, but not approve, holidays during term time.)
- Keep children at home if they are unwell.
- Notify the school of an absence as soon as possible.
- Provide a medical certificate for absences due to illness, that extend for a period of three consecutive days or more or for repeated, short term absences.
- If a parent insists that his/her child attend school and the principal believes that the child is not well enough to attend, the principal can request the parent to provide a medical certificate to confirm that the child is fit to attend school.
- Understand that children are not permitted to attend afterschool events, for example discos, if the child has been absent from school that day.

## Teachers:

- Complete the attendance roll on Integris by 9:15am for the morning session and 1:00pm for the afternoon session.
- Collect absentee notes and enter into Integris. Include relevant information in comments. Written absentee notes to be kept and forwarded to the front office in the supplied envelope at the end of each term.
- Follow school procedures to obtain a reason for an absence if one is not provided.
- Follow school procedures where concerns exist regarding persistent absences.
- Report any attendance concerns to Administration - Principal or Deputy Principal.

## Administration:

- Ensure the newsletter has an attendance focus at least once a term.
- Ensure staff are recording attendance accurately and in line with the policy.
- Provide teachers with attendance rates and resolved absences for their classrooms.
- Follow up unexplained absences with Integris generated letters, to support classroom teacher's attempts to resolve absences.
- Send home recognition letters in Week 10 of each term, for students with 99 – 100% attendance and improved attendance of targeted students.
- Monitor and follow up attendance concerns with students who have 90% or less attendance rate.
- Work with the classroom teacher and parents to put identified attendance improvement strategies in place for students at risk.

## Attendance Records

Morley Primary School will ensure that accurate attendance records are kept for every student enrolled at the school, (Including attendance at both morning and afternoon sessions).

Students will be recorded as:

- Present for a half day when the student has attended at least two hours of instruction
- Present if they are on a school-approved activity or attending off-site under a section 24 arrangement.

The following attendance codes are used by teachers at Morley Primary School to record attendance electronically on Integris.

Group		Explanation
Student attendance on or off site	/	Present
	E	Education activity – approved educational program such as PEAC or transition visits
	W	Withdrawn
Student late at school	L	Late – If the student arrives between 9am and 9:20am
Student with authorised absence	R	Reasonable cause
	N	Notified as sick – Parent or caregiver has notified the school of sickness.
	C	Cultural absence – Approved absence for events of a cultural or religious significance to the family.
	Z	Suspended
Student with unauthorised absence	U	Unexplained absence – cause not yet established. Follow-up required.
	K	Unauthorised vacation
	X	Unacceptable reason – reason for absence not approved by the principal
Student not required to attend	Y	School closure

Procedures for unexplained absences:

Automated text message via Messageyou at 10:15am each morning



If no reason is provided, classroom teacher to send home absence reminder slip



If parent does not respond to requests, classroom teacher to follow up with a reminder letter

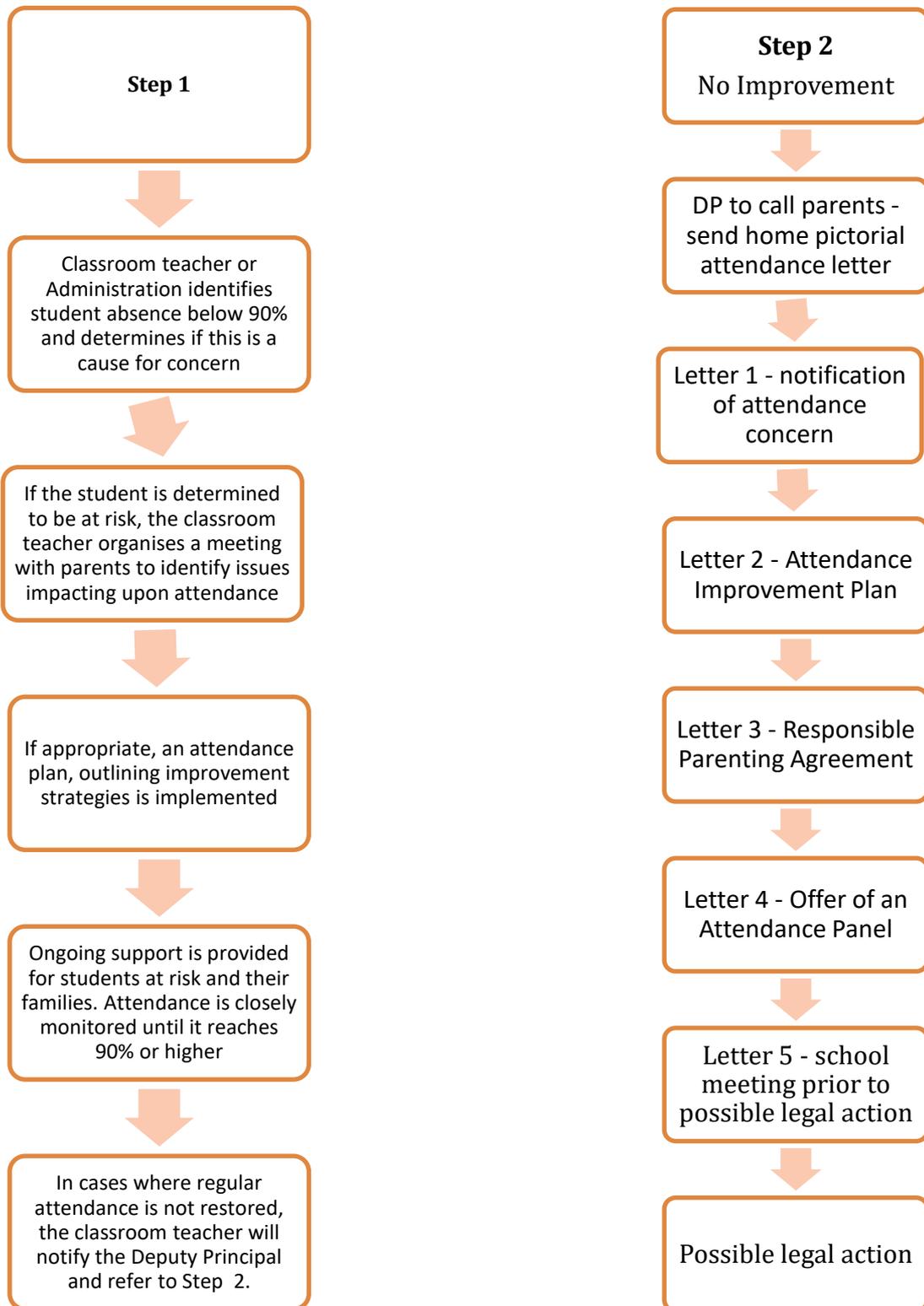


If the letter is not returned, classroom teacher contacts Administration - Integris letter sent home.



If Integris letter is not returned - phone call from Administration.

## Procedures for attendance concern:



## **Legislation**

Ensure that staff are aware that all public schools are required to abide by the legislative requirements outlined in:

- o The School Education Act 1999 (the Act) and
- o The School Education Regulations 2000 (the Regulations).

The Morley Primary School Engagement and Attendance Plan follows the mandatory requirements of the Department of Education Student Attendance Policy, Student Attendance Procedures, Enrolment Policy and Enrolment Procedures.

The Act requires a student of compulsory school age to be enrolled in and to regularly attend a registered school or an approved educational programme (The Act Part 1, s.9 and s.23).

Compulsory School Age is defined as from the beginning of the year in which the child reaches the age of 5 years and 6 months, and until the end of the year in which the child reaches 17 years and 6 months, or the child reaches the age of 18, whichever happens first (The Act Part 1, s.6).

Under this legislation, parents or carers must:

- o Ensure that a child in their care who is of compulsory school age regularly attends an authorised school or educational programme (The Act.s.23) or complies with an arrangement 'alternative to attendance' (The Act s.24).
  
- o Notify the Principal as to the cause of the absence as soon as is practicable and within three school days of the day on which the non-attendance commenced (The Act s. 25).