2025 BPS Attendance Policy

Policy Statement

As a WA Government school, Booragoon PS must 'monitor and manage student attendance to maximise the learning opportunities for all students. (Reference DOE Student Attendance in Public Schools Policy, page 2).

Attendance Rationale

All schools in Western Australia are committed to providing safe and supportive learning environments for all students which address their educational needs. Regular and consistent school attendance and participation are essential for all students' social and academic learning.

Booragoon Primary School expects students to attend school regularly and to participate fully to gain maximum benefit from schooling. Regular attendance enables students to access a full education, enabling them to reach their full potential.

Student attendance is deemed to be 'at-risk' if less than 90%. A student will be deemed absent for half a day when the student has not attended at least two hours of instruction within that half day period.

Benefits and Importance of Attending School

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Booragoon Primary School:

- is committed to promoting the key message "every day counts".
- monitor, communicates and implements strategies to improve student attendance.
- believes attendance at school is the responsibility of everyone in the school community.

2025 to 2027 BPS Business Plan Improvement Targets

- Booragoon PS attendance rate is equal to or above that of like schools
- The percentage of students whose attendance is Regular (90% or above) will improve.

Business Plan Priority Area: Relationships & Partnerships

What we will do	What you will see
• Increase the percentage of students attending school in the >90% category	• The percentage of students attending over 90% has increased as a result of fewer in term vacations and increased parental awareness of the detrimental effects of irregular attendance

Principal & Deputy Principal Role

Responsibilities

- promote student attendance through clear statements of expectations and procedures.
- develop and implement effective systems to monitor attendance.
- ensure that student attendance is recorded in every class, every day by monitoring Kaartdijin (Compass).
- monitor and analyse attendance records in Kaartdijin (Compass) and DoE Student Attendance Reporting (SAR) to ensure accurate attendance records.
- authorise and/or respond to parent requests for absences for vacations during the school term (principal or delegate).
- identify and provide support to families with patterns of non-attendance in collaboration with classroom teachers.
- identify, monitor and provide support for students in the 'indicated', 'moderate' and 'severe' categories, as well as support for classroom teachers and parents/carers.
- ensure Attendance Plans are developed as required and support classroom teachers to develop Attendance Plans.
- develop Responsible Parenting Agreements in conjunction with parents/carers as required.
- invite families to Attendance Advisory Panels as appropriate and complete all required documentation.
- consult with Regional Office when student attendance concerns continue including student whereabouts unknown (SWU) cases.
- share DoE Attendance Toolkit resources and templates with staff to promote communication and attendance support strategies.

School Officers & Manager Corporate Services Role

Responsibilities

- monitor and approve student attendance using reason codes (Appendix B) on Kaartdijin (Compass) daily.
- refer vacation requests to Principal for approval.
- seek clarification with Principal or Deputy Principals when unsure of approval reasons for other categories E.g. reasonable, educational.
- prompt processing of student transfers.
- monitor, process and support signing in and out processes through front office using Kaartdijin (Compass) for students, including late arrivals and early departures.

Classroom Teacher Role

Responsibilities

- promote and encourage positive attendance.
- follow up instances of non-attendance of 3 or more consecutive days, without communication from parents/carers email or phone.
- follow up any unexplained absences regularly with parents/carers in person, via email or phone, to ensure unexplained absences are minimised.
- report any continuous **patterns of non-attendance** to Principal and Deputies i.e. student repeatedly taking absences.
- monitor and record each student's daily attendance in Kaartdijin (Compass) ***by no later than 9:15am each day***.
- seek advice from administration when unsure about what absence code and reason to use in Kaartdijin (Compass) - see Appendix B.
- record 'notes' against all absences with reasons in Kaartdijin (Compass)- see Appendix B.
- support and implement Attendance Plans for students in the 'moderate' and 'severe' category in collaboration with admin team and parents/carers.
- refer parents/carers to administration with all requests for vacations during the school term.
- utilise the Attendance toolkit resources to provide parents/carers with activities, websites, apps etc. for their children to complete when they are unable to attend school for ***acceptable*** reasons.
- Utilise the DoE Accumulative Absence Table (Appendix A), to support conversations with parents/carers and promoting positive attendance.
- **Storing attendance notes and records and sending to office at the end of each year.**

Student Role

Responsibilities

- always attend school when the school is open for instruction.
- arrive at school and attend all classes on time.
- remain on the school premises during school day unless they have the permission from both their parent/carer and the school administration to leave.
  work cooperatively with the school and be actively involved in improving their attendance.

Parent/Carer Role

Responsibilities

- ensure their child attends school at all times when the school is open for instruction (see School Education Act, 1999).
- promote and provide organisational support to their child to allow them to attend school and participate on all designated school days.
- ensure their child is on time for school each day.
- notify the school on the first day of their child's absence.
- notify the school in advance if an absence is planned.
- Contact and seek authorisation from Principal for any vacation leave to be taken during the school term via email, by phone or in person.
- work cooperatively and collaboratively with the school to develop and implement improvement strategies when their child's attendance has been inconsistent due to reasons deemed unsatisfactory by the school.
- work cooperatively with the school to support their child when returning to school after prolonged absences.
- ensure the school has correct and up to date contact details.

Appendix A
DoE Accumulative Absence Table

Appendix A

Figure 1 – Cumulative absence table

If your child misses...	That equals...	Or...	From Kindy to year 12 that adds up to...	Which is the equivalent of attending until:	Attendance Rate
1 day per fortnight	20 days per year	1 month per year	nearly 1 ½ years	part-way through year 11	90%
1 day per week	40 days per year	2 months per year	over 2 ½ years	part-way through year 10	80%
2 days per week	80 days per year	4 months per year	over 5 years	the end of year 7	60%
3 days per week	120 days per year	6 months per year	nearly 8 years	the end of year 4	40%

Appendix B – Kaartdijin (Compass) Attendance Codes

Codes for students who are present

Present code - Code P
This is the default setting in Lesson Attendance.

Educational Activity - Code E - non-absence/other reason
This code should be used when the student is participating in an approved educational program such as an excursion, work placement or an off-site program (PEAC).

Withdrawn - Code W - non-absence/other reason
To be used when a student is withdrawn from classroom activities but is still present at school. For example, when a student is sent to the office to work but remains at school.

Unauthorised Absence Codes

Absence – Code U - cause not yet established
To be used when a student is absent from school and no explanation has yet been provided. Follow up is required to establish an acceptable cause from the parents/caregivers.

Unacceptable Reason Code X - counted absence reason
This code is to be used when the principal has not approved the reason provided for the absence. Further follow up is required.

Codes for students not required to attend

Not Required to Attend - Code Y - this entered at office level only.
This code indicates that students are not required to attend on the selected day and effectively reduces the number of half days available for that student. The Y code can be applied to the whole school, a cohort of students or individuals. Schools can use this code for critical events, natural disasters, infectious diseases or amending programs. EG Non kindy days, bushfire emergency.

Codes for students who are late

Late - Code L - Counted as present
To be used when a student is late to school but is not late enough to be recorded as a half day absence.

Authorised Absence Codes

Not Present - NP
Not present

Reasonable Cause - Code R - Counted absence reason
This code should be used when the parent is requesting the absence is deemed the absence acceptable for any other reason provided as acceptable other than suspension, cultural absence, illness or family holiday.

Cultural Absence - Code C - Counted absence reason
To be used when the principal has authorised an absence because of cultural or religious significance to the family such as funerals, weddings and sorry time. The duration of this absence should be pre-approved by the principal. If the absence extends beyond the number of agreed days, and no acceptable reason is provided, the additional absences should be recorded with an X (Unacceptable Reason).

Notified as Sick - Code N - Counted absence reason
To be used when a student's absence from school has been confirmed as illness. The principal may, if required, request a medical certificate.

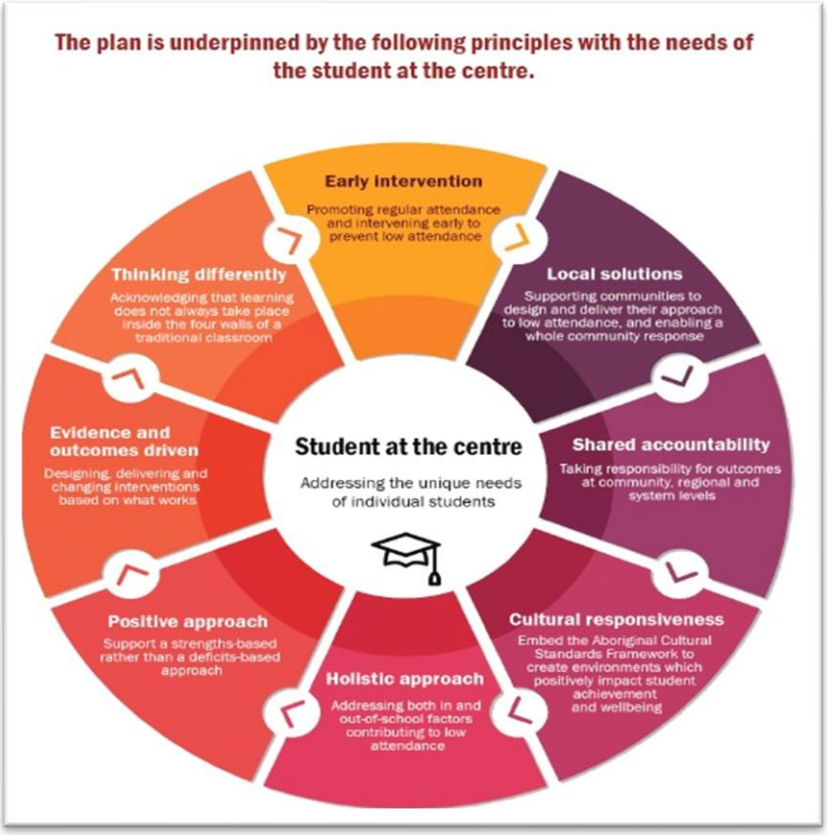
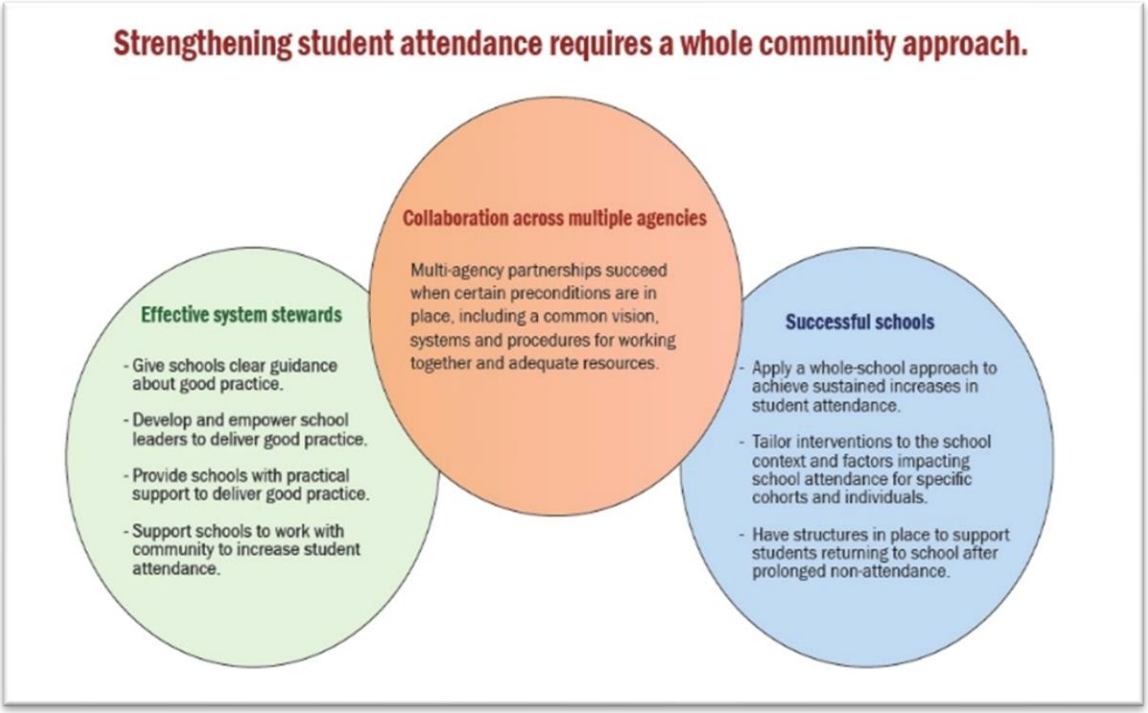
Authorised Vacation - Code V - Counted absence reason
Absence due to vacation that must be negotiated in advance with the principal where the principal must be satisfied that reasonable grounds for authorising the absence apply. Eg flying to home country for sick relative, wedding or family celebration.

Unauthorised Vacation - Code K - Counted absence reason
The student vacation is not approved by the principal.

Unacceptable Reason - Code X - Counted absence reason
The student is recorded with an unauthorised absence; the reason for the student absence is not approved by the principal.

Truant - Code R - Counted absence reason
The student is recorded as absent from school. Investigation has revealed the student has left site after arriving to begin with during school day.

Suspended - Code Z - Counted absence reason
The student is recorded as absent from school.

DoE Every day matters

10-point plan to improve attendance