



Attendance Policy and Procedures

Swan View
SENIOR HIGH SCHOOL

1. Purpose

To ensure that attendance at Swan View Senior High School is monitored and reviewed in an effective and timely manner.

2. Policy

- The Principal is responsible for establishing policy and procedures for the management of regular school attendance.
- Parents/caregivers at Swan View Senior High School are responsible under the School Education Act (1999) to ensure their child is attending school on a daily basis.
- Parents/caregivers will be asked to provide an acceptable explanation for any absence to the Principal.

3. Procedures

3.1 Attendance Records

All teaching staff are required under the School Education Act (1999) to maintain accurate attendance records.

The School will record whether a student's absence is authorised or unauthorised.

The School will issue a leave pass to a student who has been granted permission to leave the school unaccompanied by a responsible adult.

The School will record a student as:

- present for a half day when the student has attended at least two hours of instruction.
- attending if they are on a school-approved activity.
- an authorised absence during the period of suspension.
- an authorised absence if they are absent due to cultural/religious events.

3.2 Daily Attendance

Teaching staff are to take the roll at the beginning of each lesson. Students who are late to class at the beginning of the day must supply the teacher with an arrival note.

The school will contact parents/caregivers via an SMS message where possible if a student has been marked absent or late during any period of the day and no contact has been made with the School.

Each teacher is responsible for completing the roll on Compass at both the beginning and end of each period that they teach. Adjustments can be made to the roll at any time during the period.

Teachers must use the “Chronicle Tags” in the class roll. This can be used when a student arrives late to class, leaves class without permission, returns to class, upper school withdrawal, and when a pass is used.

Relief Teachers are allocated classes through Compass. They are provided with a log-in for Compass to mark rolls.

3.3 Illness and Injury

Where there is the possibility of an extended absence of more than three days, parents/caregivers should liaise with Student Services who will assist in organising work from their class teachers. Work for students is also available via Compass.

Teachers, where possible, will support the student's education program during the absence to minimise the impact on student outcomes.

3.4 In-school Suspension and Out-of-school Suspension

Students must continue to meet the requirements of their education program and are encouraged to access their work via Compass.

Teachers will provide any student who is suspended with educational instruction during the period of absence by making class work available on Compass.

3.5 Persistent Non-Attendance

A Student Support Plan - Attendance (SSP) will be developed for all students at the school who have a below 80% attendance. The SSP will be developed by the Student Services Team, in collaboration with the parent/caregiver, and the student.

If a student at the school is an irregular non-attendee and repeated efforts to work with parents/caregivers have not been successful, then the following will apply:

- Communication between the school and parents/caregivers to identify barriers and to implement strategies to improve attendance.
- Develop a Responsible Parenting Agreement (RPA).
- Consultation with the Student Engagement Team (SET) to employ other strategies to improve attendance.
- A formal meeting with the Principal and the parents/caregivers to:
 - ensure any factors preventing attendance or participation are explored.
 - request the parent/caregiver engages with alternative strategies to improve attendance.
- Referral of the matter by the Principal to the North Metropolitan Education Regional Office where it is determined that either prosecution of the parent/caregiver or application to the Children's Court for a Responsible Parenting Order is appropriate.

3.6 Lateness

It is the responsibility of each student at the School to:

- arrive at school on time.
- move promptly to class during the day.

Students who arrive late to school before 9.00am are required to sign in at Student Services where they will be provided with a late note. Any students arriving after 9.00am will be provided with a late note from the Front Office. Consequences will be applied for repeated lateness to school.

3.7 Permission to Leave the School During the Day

If a student is required to leave the School during the day, parents/caregivers must notify Student Services authorising the absence.

Students will be required to sign out when leaving and sign in when returning to the School.

A student may only leave the School site during the school day with permission.

3.8 Permission to be Out of Class

Students are only allowed to be out of class with permission from a teacher.

4. Document Control

Reference Number: Owner:	Deputy Principal – Student Services	Implementation and Review:
Created: Modified: Approved: Next Review:	8 March 2019 11 March 2025	The Deputy Principal – Student Services is responsible to the School Executive for the continuous monitoring and review of the Attendance Policy and Procedures.
Links to Regulatory Framework:	<p>Legislation/Authority</p> <ul style="list-style-type: none"> • Parental Support and Responsibility Act 2008 (WA) • Public Sector Management Act 1994 (WA) • School Education Act 1999 (WA) • School Education Regulations 2000 (WA) <p>Department Policies</p> <ul style="list-style-type: none"> • Behaviour Management in Schools • Duty of Care for Students • Enrolment • Excursions Off School Site Activities • Family Court Orders in Schools • Student Attendance 	