

Attendance Policy

Updated: March 2025



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Policy Statement

The Corrigin District High School Attendance Plan is closely aligned to the Department of Education's ***Every Day Matters – a 10 Point Plan to Improve Attendance***. Every day at school contributes to learning, which leads to better engagement and higher academic achievement. There is no 'safe' threshold for non-attendance, however more significant effects are likely to occur when students are absent for substantial periods.

Every day that a student does not attend school can have a negative impact on their learning. The Department of Education monitors student attendance and works with other agencies and service providers to maximise student engagement with learning. It does this in a way that builds shared responsibility for student attendance between schools, students, parents and the broader community.



Action Plan

At Corrigin District High School, there is an expectation that once enrolled, students will attend on a regular basis, and positive attendance patterns should be fostered. It is our focus to provide positive support for students to maximise their attendance, through the following 10 Step Action plan:

| Community-led action | | Actions |
|---|--|---------|
| ACTION 1 | Support local action groups to co-design attendance strategies that meet the unique needs and aspirations of their community. | |
| ACTION 2 | Establish cross-agency initiatives to support the delivery of local attendance strategies. | |
| ACTION 3 | Pilot a flexible wrap-around services model in remote communities enabling multiple government agencies to work together to holistically address both in and out-of-school factors impacting school attendance. | |
| Support for schools, families and communities | | |
| ACTION 4 | Support every student to gain an education and achieve their full potential by attending school or an alternative learning arrangement. | |
| ACTION 5 | Establish an online one-stop-shop for schools, families and communities with information and resources to support the delivery of local attendance strategies. | |
| ACTION 6 | Introduce a new attendance data system and an early warning system for schools, as part of a broader plan to collect and use attendance data more effectively. | |
| ACTION 7 | Enhance recruitment, retention and development of school staff in remote areas. | |
| System action and accountability | | |
| ACTION 8 | Embed culturally responsive approaches to strengthen student attendance, including incorporating local Aboriginal culture and language, building collaborative community relationships and defining what student success looks like in local contexts. | |
| ACTION 9 | Raise community awareness about the importance of school attendance through promotional campaigns. | |
| ACTION 10 | Establish mechanisms to facilitate young people's input into their education. | |

Monitoring and Recording Attendance

Accurate attendance records are kept by staff for each student enrolled at the school through daily rolls on Compass.

Attendance Codes

The attendance codes that may be used are listed below.

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

Absences for a Part-Day

Students who miss two full hours or more of school will be recorded as a half-day absence. Students who arrive late but within two hours will be recorded as late and not included as a half-day absence. Students arriving after 9.00am will be recorded as late and will need to proceed to the office to request a late note. Students on suspension will automatically be recorded as 'Z' during the period of suspension.

In-Term Vacations

In-Term Vacations are strongly discouraged due to the impact on student learning. Teachers are required to use the code 'K-Unauthorised Vacation' if students are absent for in-term holidays. The code 'V-Authorised Vacation' will only be used where a parent has communicated with the Principal, in advance, to advise the dates and reasons for a vacation in-term.

Our teachers work very hard to deliver their daily programs and are such, will not be required to provide work for these absences. They may do so at their discretion.

Attendance Rates

Students to have attendance **between 90% - 100%** are considered to have **regular** attendance. This is the target for attendance in Western Australian Schools. Students who do not attend regular may be categorised as follows:

- Students with attendance **between 80% - 89%** are at **indicated** risk.
- Students with attendance **between 60% - 79%** are at **moderate** risk and will be closely monitored, intervention when required. Case management may be necessary.
- Students with attendance **below 59%** are at **severe** risk. Case management is necessary.

Roles and Responsibilities

| | |
|-------------------------|---|
| Parent/Caregiver | <ul style="list-style-type: none">• Support their child/ren in attending school every day.• Advise the school ASAP when their child is absent and explain why (see attached parent procedure document).• Communicate with the school regarding periods of extended leave and work with the school to improve attendance when necessary. |
| Students | <ul style="list-style-type: none">• Attend school every day, unless there is a reasonable and valid explanation.• Arrive on time to school, and if late sign in through the front office. |
| Teachers | <ul style="list-style-type: none">• Mark the roll through Compass daily using the correct attendance codes.• Record reasons for absence given by parents/caregivers (verbal or written) accurately through Compass.• Teachers are to be the first point of contact - follow up with parents/caregivers on unexplained absences, then record the reason in Compass.• Following this, report and discuss any attendance queries or concerns with Admin. |
| School Officer | <ul style="list-style-type: none">• Check parent/caregiver communications (phone messages, SMS, Compass notes) and record this in Compass.• Ensure rollover from Compass to Integris is completed daily.• Ensure rolls are marked by teachers daily and send reminders to staff when rolls have not been marked.• In Week 10 each term, send system generated letters home to parents/caregivers to acquire reasons for any unexplained absences.• Discuss any attendance queries or concerns with Admin. |
| Administration | <ul style="list-style-type: none">• Monitor patterns of unexplained absences with the School Officer/Principal.• In the week following attendance notes being sent to parents/caregivers, the Deputy Principal is to generate a summary report that highlights students that have unsatisfactory/at risk rates of attendance.• Deputy Principal is to track attendance of students at risk and record communication with parents/carers.• Admin to develop Attendance Plans where it is deemed necessary in collaboration with parents to increase attendance rates.• Admin to perform home visits where necessary. |
| AIEO | <ul style="list-style-type: none">• Liaise with the Principal/Deputy and follow-up with any Indigenous families with attendance issues.• Accompany the Principal/Deputy on any home visits. |

Offsite Activities

Our staff are not obliged to offer camps, excursions or other offsite, extracurricular activities; however, they do so to provide the best opportunities to students. When they do take students offsite, they must manage risks to the safety of all participants and students who do not attend regularly may present an increased risk. For students to be eligible to attend camps, excursions or other extracurricular activities, they must maintain a minimum attendance rate of 80%, to ensure they are actively engaged in their regular learning.

The inclusion of a student with low attendance will only be approved by the Principal in exceptional circumstances (typically medical reasons), and those students/families will be required to meet specific criteria to regain eligibility.

Student Award and Opportunity Eligibility

At the end of each year, we present a range of awards to encourage our students to excel across academic and social-emotional areas. Regular attendance demonstrates a commitment to our school values and sets a standard for future success. As a result, attendance rates will be factored into decision-making for end of year award recipients.

Awards

- Academic and Improvement Awards: students must have attended a minimum of 80% to fairly compete for these awards.
- Leadership and Citizenship Awards: positive attendance patterns, demonstrate commitment to school values and therefore, minimum attendance of 80% is required.
- 95% Club Attendance Medal: Introduced in 2024 to promote attendance, this is awarded to students at Presentation Night with attendance at or above 95% (up until end Week 8, Term 4).

The inclusion of a student with low attendance will only be approved by the Principal in exceptional circumstances (typically medical reasons).

Student Leaders

Upon acceptance of a position as Student Leader, students acknowledge that they are expected to wear their full school uniform, attend school regularly (90% minimum) and participate in voluntary activities as required.

A student leadership position may be revoked, and subject to improvement, reinstated at the discretion of the principal.

Attendance Information to Parents

Attendance rates are communicated regularly to parents in the following ways:

- Attendance rates will be included in Progress reports in Term 1 and Term 3.
- Attendance rates will be included in Semester 1 and 2 formal reports.
- Letters will be sent to parents at the end of each Term through Compass if there are unexplained absences.
- Individual attendance plans for students at moderate or severe risk.