



Christ The King Catholic School

Djarindjin Lombadina

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Attendance Policy

In Western Australia, schooling is compulsory from the beginning of the year a child turns 6 years and 6 months of age. Education is compulsory for students until the end of the year in which they turn 17.

The Christ the King attendance policy aims to ensure that students, parents/carers are clear on the importance of regular attendance. Christ the King school -

- believes all children should be enrolled at school and attend school on time, all day, every school day.
- believes attendance at school is the responsibility of everyone in the community.
- believes poor attendance can place a student in unsafe situations and impact on their future employability and life choices
- monitors, communicates and implements strategies to improve regular school attendance

At Christ the King School we promote full attendance by:

- providing a comprehensive, vibrant and engaging curriculum
- providing a positive school environment
- providing individual pastoral care with a focus on student-well-being
- providing a school based attendance officer
- celebrating regular student attendance
- breakfast club & healthy lunches program
- keeping routinely updated records and informing parents of student absences

School responsibilities:

- Safe and supportive learning environment
- Clear communication of expected dates of attendance
- Notify parent/carer of student absence
- Develop support structures to enable students to re-engage with their schooling

Student responsibilities:

- Punctual, regular school attendance
- Commitment to learning

Parent responsibilities:

- Ensure the child attends school and that it is seen as a priority.
- Provide the school with a reasonable explanation for your child's absence either verbally or by letter. Notify school promptly of student absence by 8.15 am.
- Notify the school as soon as possible if the child will be away for more than one day e.g. attending funeral, hospital appointment etc.
- Please note it is not the responsibility of the attendance office to transport the students to school in a school troopy or to the clinic.

Teacher Responsibilities

- Complete the roll twice a day.
- Collect notes/verbal reasons, enter codes and make notes on attendance sheets.
- Daily check attendance officer's records which give account of student absences.
- Promote importance of attendance in class.
- Keep a class visual attendance record for students to see and where possible record their own attendance.

School Based Attendance Officer

- Visit all classrooms by 8.30am and record students who are absent.
- Visit student's homes if needed.
- Ask parents to sign absentee form indicating reasons why child is not attending.
- Meet formally every two weeks with principal to discuss caseload.

Principal

- Ensure school has accurate records of student attendance.
- Work collaboratively with parents, families, community leaders & outside agencies.
- Refer documentation of persistent cases to Kimberley Education Regional Office, Catholic Education, DCP & Police.

School's Response to Poor Attendance

1. If a student is absent on any day and the school has not been notified then the attendance officer we visit the home of the student to see reason for absence. Parents/guardians will be asked to sign a school absent notice.
2. If a student is absent for ten (10) days in any one school term or if there is a pattern of absence which is of significant concern, a letter is sent to the parents/guardians outlining attendance concerns and asking them to attend a meeting with the Principal.
3. If a student is absent for fifteen (15) days in any one school term, the school will initiate a case management approach, involving a meeting with the parents/guardians, with an emphasis on a plan to support the student's return to regular attendance.
4. If little or no improvement in attendance the school will arrange a meeting at school for parents/guardians to attend. Representatives of the Dept. of Child Protection & Family Services and Police will also be invited to attend this meeting.
5. The Principal will inform the Regional Education Office when a student has been absent (unauthorised) from school for fifteen (15) days or more.
6. If parents refuse to take up the offers of support and assistance, and despite all efforts made by the school and other agencies and the child's attendance is still unsatisfactory, the Department may apply to take steps to prosecute them. Taking the issue to the courts is only done as a last resort, in the interest of the adequate education and subsequent life opportunities of the child concerned.

Relevant documentation to be retained by the school includes:

- absentee notes that are not part of the student's file for two years from the date of receipt, including details recorded by the school when a parent provides the school with a verbal reason;
- attendance records for students in each year level for seven years; and unsatisfactory student attendance reports, including written notes and records of verbal explanations of absences, psychological reports, records of interviews with students and significant records relating to individual students until the student is 25 years of age (7 years after a mature aged (>18 years) student has left school).

WHOLE SCHOOL STRATEGIES	CLASSROOM STRATEGIES	INDIVIDUAL STRATEGIES
<ul style="list-style-type: none">• Attendance Policy with expectations of the different stakeholders.• Providing a positive school environment.• Providing a school based attendance officer.• Weekly Attendance Committee meetings.• Celebrating regular student attendance.• Breakfast club, recess fruit & healthy lunches.• Weekly Class attendance awards.• Providing onsite medical support to students<ul style="list-style-type: none">○ Clinic nurses addressing minor health issues during 3 recess times per week.○ Dental treatment in multipurpose room.	<ul style="list-style-type: none">• Visual attendance charts.• Welcoming and inclusive environment.• Class & Individual Incentives Program.	<ul style="list-style-type: none">• Individual pastoral care with a focus on student-well-being• End of term attendance prizes for students who attain 80% attendance• Attendance Panel Meetings involving reps from DCP, Police and Principal to work with families to address chronic attendance• Djarindjin Interagency Children at Risk Meetings to discuss specific students/families who need attention and support. Reps from DCP, Police, school & Juvenile Justice.• Personal Learning Plans developed with parents and students.• Twice per term publishing Traffic Lights Attendance Report for communicating to parents their child's attendance rates.

