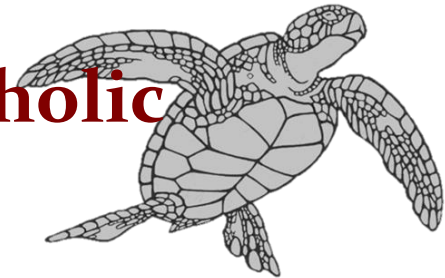


Christ The King Catholic School

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/carer 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, and 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:

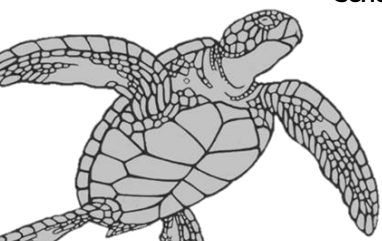
- Safe and supportive learning environment
- Clear communication of expected dates of attendance
- Notify parent/carer of student absence
- Develop support structures to enable students to re-engage with their schooling

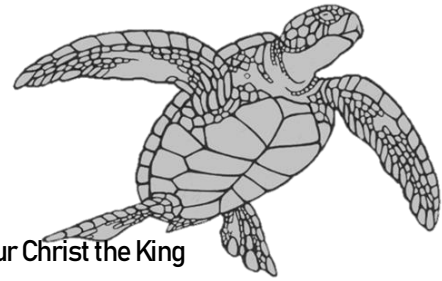
Student responsibilities:

- Punctual, regular school attendance
- Commitment to learning
- Respect self, others and the environment
- Wear school uniform
- Behave safely and responsibly

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 9.00 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 troupe or to the clinic.





Teacher Responsibilities

The school will encourage good attendance and reward student attendance with our Christ the King incentives program.

1. Staff will complete the roll for each period/lesson.
2. Staff will respond to all absenteeism consistently and fairly.
3. Staff will teach what good attendance looks like and work with students to teach why attendance is important. (PBIS).
4. Check daily with Attendance Officer to inform or check updates on students absentees.
5. Staff will keep a visual attendance record for students to see and record their own attendance.
6. All staff will have a unified approach to student absenteeism by working on a student/teacher Mentor system.
7. Staff will endeavour to encourage good attendance and punctuality through personal example.
8. Staff will work closely with pupils and parents/carers should attendance/punctuality give cause for concern.
9. Staff will work on individual case management plans with parents/carers and develop and monitor progress through regular check-ins with students which will be shared with parents/carers.
10. Staff will work with the Attendance officer and Youth Engagement Officers if any students and families require support and further social services.
11. Staff will follow up on student attendance daily and document on SEQTA.
12. Staff will keep parents/carers informed of their child's attendance and punctuality each Term with an Attendance Profile.
13. Staff will follow the School Attendance Policy.

School Based Attendance Officer (See Role Description for full task list)

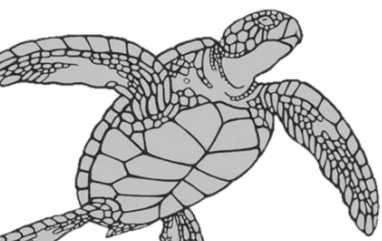
- Create strategies to encourage students to get to school each morning by 7.50 am for breakfast
- Visit all classrooms by 8.30am and record students who are absent.
- Visit student's homes if needed.
- Visit Telecentre, shop, courts, to follow up any truants.
- Ask parents to sign absentee form indicating reasons why child is not attending.
- Weekly Admin Attendance update.
- Meet formally every two weeks with principal to discuss caseload of referrals to be followed up by Youth Engagement Officers.

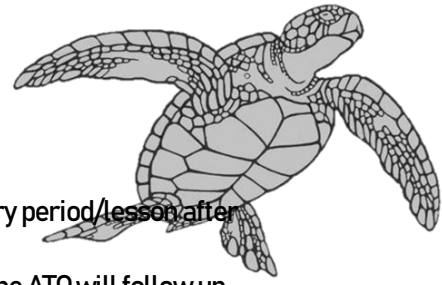
Principal

- Ensure school has accurate records of student attendance.
- Ensure staff are taking responsibility for attendance as part of their role.
- 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 will ring or if no response, visit the home of the student (*if they have not phoned by 9.00am*) to seek a reason for the absence.
2. Parents/guardians will be required to sign a school absent notice stating the reason for the absence. This information will be uploaded on SEQTA.

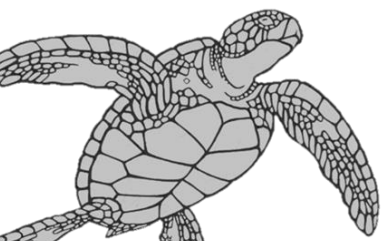


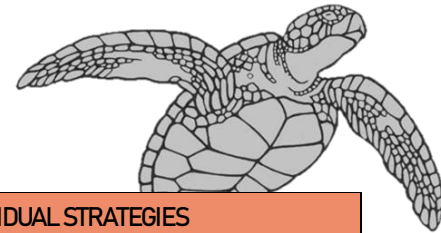


3. Teachers are required to mark the attendance roll during PC time and in every period/lesson after this to monitor students who may have vacated the premises.
4. If student is absent 'out of Community' and the school has not been notified, the ATO will follow up until whereabouts is known and documented.
5. If student is absent but 'in community' and truant, the ATO will follow up to determine whereabouts and follow up with parents/carers and Youth Engagement officers to ensure the student arrives at school.
6. If a student has been absent for 2 consecutive school days with unexplained absence but are in community, teaching staff and ATA's will follow up with their student and carer to offer support strategies. This will take the form of a home visit or school visit with the Mentor teachers. Each teacher/ATA will be allocated to at least 6 students that they will be responsible for.
7. 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, Letter 1 is sent to the parents/guardians outlining attendance concerns and asking them to attend a meeting with the Mentor teachers, Attendance Officer and Principal. The purpose of this meeting is to offer support and ascertain issues underlying absence.
8. 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.
9. 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.
10. The Principal will inform the Regional Education Office when a student has been absent (unauthorised) from school for fifteen (15) days or more.
11. 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 assisting and supporting meeting the needs of each student. • Whole school attendance Incentives Program- MoneySmart • Providing a positive and engaging curriculum within a safe school environment. • Provision of a school based Attendance Officer. • Provision twice weekly (2) Youth Engagement Officers from Kullarri to assist the AO with supporting families in the community with attendance issues. • Weekly Attendance Committee meetings. • Celebrating regular student attendance. • Breakfast club, recess fruit & healthy lunches. • Weekly Class attendance awards. • Stoplights Attendance Program to alert parents to issues and celebrate progress. • Student /Teacher Mentor program. • Providing onsite medical support to students from the Clinic, CAHMS, Anglicare. • Develop support structures to enable students to re-engage with their schooling 	<ul style="list-style-type: none"> • Visual attendance charts. • Welcoming and inclusive environment. • Class & Individual Incentives Program. • Inviting parents/carers into the classrooms to assist on a weekly roster. • Teaching the behaviours surrounding good attendance and the purpose and importance of good attendance. (PBIS) • PLP's and IEP' goal setting as a visual display in class to assist with improving attendance as a goal for individual students. • 	<ul style="list-style-type: none"> • Individual pastoral care with a focus on student-well-being • Accurate documentation on SEQTA. • 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. • At the end of each term publish StopLights Attendance Report for communicating to parents their child's attendance rates. • Teachers/ATA's select 6 students to shadow and support for attendance and wellbeing. Student /Teacher Mentor program.

