



# Safety Bay

Primary School  
Independent Public School



## Attendance Policy

*Last reviewed : June 2025*

# Attendance at Safety Bay Primary School

## Introduction: Why is going to school regularly so important?

Both schools and parents have an important role to play in supporting students to attend school every day. It is crucial that children develop habits of regular school attendance from an early age. At school, many concepts such as literacy and numeracy are taught in a sequence. Missing school means missing out on learning – which can often make it difficult to catch up later. This is particularly important in the early years when essential foundation skills are being taught.

Research from the Western Australian Telethon Kids Institute has found a strong correlation between students learning, appropriate participation in education programs and long-term life outcomes. Poor patterns of attendance place students at risk of not achieving their educational, social and psychological potential and are disadvantaged in the quality of choices they are able to make in later life situations.

At **Safety Bay Primary School** we believe that 'every day matters' at school and so, we are committed to providing a safe supportive learning environment for all students. All students should attend school all day, every day when the school is open for instruction and we are committed to working with the school community to encourage and support full school attendance.

## Purpose

The purpose of this policy is to:

- Ensure all children of compulsory school age are enrolled in at school and attend school every day the school is open for instruction.
- Ensure students, staff and parents/carers have a shared understanding of the importance of attending school.
- Explain to school staff and parents the key practices and procedures Safety Bay Primary School has in place to:
  - Support, monitor and maintain all students attendance.
  - Record, monitor and follow up student absences.
- Maximise learning opportunities by ensuring absenteeism of students is kept to a minimum at Safety Bay Primary School.
- Comply with the Department of Education policies and procedures, including using the Multi-Tiered System of Support (MTSS) Approach for Whole School Improvement.
- Ensure 2025-2027 Business Plan focuses and goals, across the three domains (Everyone Achieves, Everyone Belongs and Everyone Thrives), specific to attendance are implemented, delivered and reviewed within the 2025-2027 Business Plan cycle.



# Roles and Responsibilities in School Attendance

## Parents and Carers

- Promote a positive attitude towards attendance and reinforce the school's belief that 'every day matters'
- Promote and provide organisational support to their child to allow them to attend school and participate on all designated school days.
- Ensure that their child is on time for school each day – before 8.45am. Classrooms are open at 8.30am.
- Provide a reasonable explanation for their child's absence from school (written response to SMS, email, phone call to school) in a timely manner.
- Endeavour to schedule family holidays, appointments and other activities outside of school hours.
- Contact school administration staff to notify of vacations during school terms, and where appropriate seek authorisation.
- Notify the school in advance if an absence is planned.
- Communicate with the class teacher about any issues affecting their child's attendance and work in partnership with the school to address any concerns.
- Support their child's learning during continued or prolonged authorised absences through completion of educational activities.
- Work cooperatively and collaboratively with the school to develop and implement improvement strategies when their child's attendance has been identified as 'at risk'.
- 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.
- Support the health of our school community in line with Department of Health Guidelines, including adherence to recommendations and actions regarding when students are unable to attend school due to being sick.



## Students

- Attend school every day and arrive on time.
- Remain on the school premises during school time unless they have been signed out by their parents/carers. This includes before school.
- Inform their teacher/parents of any issues which may compromise their attendance at school.
- Complete any work that is missed due to absences if requested by the teacher.
- Work cooperatively with the school and be actively involved in improving their attendance.



# Roles and Responsibilities in School Attendance

## Administration

With reference to the Multi Tiered System of Support (MTSS) discussed in our Business Plan (see visual)

Tier 3: (Intensive Support)

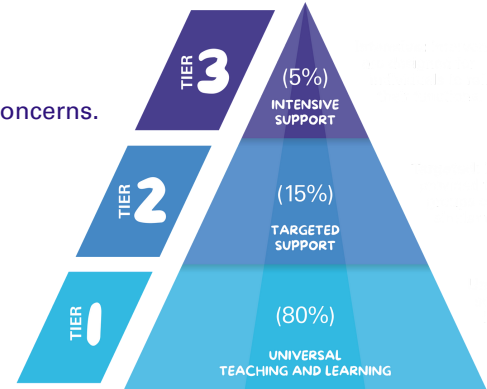
- **Severe** (less than 60% attendance);
  - Generate letters to families when student's attendance moves to at education risk.
  - Facilitate Case Conference meetings with relevant parties to plan intensive supports.
  - Create Attendance Plans for identified students
  - Consult with South Metropolitan Education Regional Office for ongoing attendance concerns.

Tier 2 (Additional / Supplementary / Targeted strategies for supporting all students):

- **Moderate** (60-79% attendance);
  - Generate letters to families when student's attendance moves to at education risk;
  - Work with key educational staff, including classroom teacher, to identify potential cause/s of attendance risk, then implement attendance improvement strategies.
  - Work in conjunction with student's family on the implementation of attendance improvement strategies.
  - Manage alternative attendance arrangements where these are appropriate
- **Indicated** (80-89% attendance);
  - Generate letters to families when student's attendance moves to at education risk;
  - With classroom teacher, monitor and determine attendance issues for students who have 90% or less attendance

Tier 1 (Universal Strategies for supporting all students)

- **Not at risk** - (90% or above attendance):
  - Promote attendance through clear expectations, procedures and regular Department of Education articles in the school's newsletter.
  - Ensure staff are recording attendance accurately each day.
  - Provide teachers with attendance rates for their classrooms in scheduled review cycles.
  - Send positive communications to families in scheduled review cycles, with 90% or above attendance.
  - Facilitate prompt processing of student transfers.
  - Follow up unexplained absences with Compass generated letters in in scheduled review cycle to support resolved absences.
  - Respond to requests for in term vacations, citing Department of Education Policy.



## Teachers and Staff

With reference to the Multi Tiered System of Support (MTSS) discussed in our Business Plan (see visual above)

Tier 3: (Intensive Support)

- **Severe** (less than 60% attendance);
  - Attend Case Conference meetings, contribute as appropriate and support the implementation of Attendance Plans as outlined.
  - Where possible, staff to provide information to administration regarding identified students attendance at point of need (Compass).

Tier 2 (Additional / Supplementary / Targeted strategies for supporting all students):

- **Moderate** (60-79% attendance);
  - Collaborate with other educational staff to identify potential cause/s of attendance risk and support the implementation of attendance improvement strategies.
  - Where possible, staff to provide information to administration regarding identified students attendance at point of need (Compass).
  - Support the implementation and review of attendance improvement strategies.
- **Indicated** (80-89% attendance);
  - Collaborate with educational staff to determine causes for students who have 90% or less attendance.
  - Where possible, staff to provide information to administration regarding identified students attendance at point of need (Compass).

Tier 1 (Universal Strategies for supporting all students)

- **(Not at risk** - 90% or above attendance):
  - Refer parents to Administration regarding in-term vacations. Staff do not provide work packages for unauthorised vacations or extended absences.
  - Monitor and record each student's attendance in Compass with accuracy by 9:15am for the morning session and 12:30pm for afternoon session.
  - Recording a student as present for a half day when the student has attended at least two hours of instruction; and present if they are on a school-approved activity off-site.
  - Promote and encourage attendance, in line with Department of Education's attendance toolkit resources, previously shared within the school.
  - Teachers engage with attendance rates for their students in scheduled review cycles.