



DONGARA DISTRICT HIGH SCHOOL

SCHOOL ATTENDANCE OPERATIONAL PLAN

Last updated: 29 September 2021

References

- A. Department of Education, Student Attendance Policy and Procedures
- B. Department of Education, Focus documents

Rationale

All schools in Western Australia are committed to providing safe and supportive learning environments for all students which address their educational needs. Regular attendance at school is fundamental to all students' learning. Consistent attendance and participation are essential for all students' social and academic learning.

Dongara DHS expects students to attend school regularly in order to participate fully and gain maximum benefit from schooling. Regular attendance enables students to access a full education, enabling them to reach their full potential.

School community beliefs about the importance of attending school

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school regularly at Dongara DHS and that our school:

- is committed to promoting the key message of "It's Not Ok To Stay Away".
- believes all children should be enrolled at school and attend all day, every school day where possible.
- monitors, communicates and implements strategies to improve regular school attendance.
- believes truanting can place a student in unsafe situations and impact on their future employability and life choices.
- believes attendance at school is the responsibility of everyone in the community.

Targets

As documented in our school's business plan, our targets for improved attendance are:

- Increase the percentage of students who attend regularly to 60% by 2023.
- Whole school attendance is above 90%.

Responsibilities & strategies

Dongara DHS – all staff

- Promote student attendance through clear statements of expectations and procedures to all sections of our school community at every relevant occasion. This is to include the impact absences have on students' learning.
- Support implementation of school-wide attendance strategies.

Principal and Deputy

- Commit to providing an attendance focus at least twice a term within the school's newsletter and on Social Media.
- Ensure that staff are recording student attendance accurately.
- Ensure attendance is monitored by teachers across the school and teachers liaise with support staff to investigate when a student's attendance drops below 90% or is a concern.
- Follow up on student absences if a reason has not been provided by the parent within three days of the student's return and only after the classroom teacher has already made/attempted contact.
- Contact parents, teacher and student to convene an attendance focused meeting when a student's attendance pattern is of concern to the school. The outcome of the meeting should lead to the development of a plan to improve the student's attendance.
- Provide ongoing intensive support for students if communication with parents/carers has not been possible and where the student's attendance continues to be a concern after the initial student support group meeting.
- Offer parents of students in the severe attendance category an attendance panel in cases where a community perspective is required.

- Principal to meet formally with the Deputy Principal Attendance Officer in weeks 3 and 7 each term to discuss attendance issues and develop follow up actions.
- Develop and implement an attendance incentive scheme for use within the school.
- Consult with Midwest Education Regional Office and external agencies for cases where the cause of absence has been difficult to identify and/or strategies in addition to school-based strategies are required to meet the student's needs.

Administrative staff

- Ensure transfer note procedures are actioned promptly.
- Use existing school systems, Message You, School website and Connect, to allow parents to communicate student absences.
- Inform relief staff of the attendance processes and protocols at Dongara DHS School prior to the first day of classroom teaching.
- Maintain open communication with families to ensure contact details in Integris are up to date.

School Attendance Officer- Deputy Principals and AIEO

- Support the Principal in monitoring and investigating attendance issues within the school.
- Work with Administration to lead implementation of whole-school developed attendance strategies.
- Conduct home visits to identified families. Home visits are to have a minimum of two people attending.

Teachers

- Record student attendance daily via Integris by 9.15am.
- Reinforce late procedures if student arrives after 8.40am year 7-12 and after 8.55am year K-6.
- Provide a suggested list of activities for students who are going to be away from school for an extended period of time which a parent has informed them about.
- Contact parents by the completion of the school day, and at least within 3 days, and no explanation has been provided.
- Inform Administration of new attendance concerns by email.

Parent responsibilities are to:

Ensure that their child attends school at all times when the school is open for instruction (see School Education Act, 1999)

- Promote and provide organisational support to their child for full attendance and participation at school on all designated school days.
- Ensure that their child is on time for school each day – before 8.40am year 7-12 and before 8.55am year K-6
- Notify the school of their child's absence as soon as possible on the first day of the child's absence
- Notify the school in advance if an absence of any period is planned.
- Inform the school office if you are going on vacation prior to it occurring.
- Work cooperatively and collaboratively with the school to develop and implement improvement strategies when attendance has been inconsistent due to reasons deemed unsatisfactory by the school
- Ensure that contact details for the child are correct and up to date

Monitoring

The school will utilise the following to monitor student attendance:

- Student Attendance Reporting (Via Ikon).
Weekly: Attendance tab> Form Class > Risk category (by classroom and risk category to identify students at risk).
Weekly: Form Class Attendance Summary Report (by classroom to identify all students with consecutive days of attendance for celebration/recognition).
At the completion of each Term: Attendance Summary Report and Longitudinal Attendance Report.
- Email alerts from classroom teachers regarding attendance concerns.
- Integris (Attendance Reports).

Attendance Incentive Scheme

The Principal will monitor each class' attendance between each assembly. The class with the best attendance rate will receive a merit certificate and be presented at next assembly. All students who have an attendance rate of 90% and above and 100% in each semester will receive an attendance merit certificate.

Review

This plan may be reviewed as needed.

A full review will occur in line with school business planning (commencement of 2023).

Appendix 1: Dongara DHS, Individual student attendance strategies

Dongara DHS Documented Student Attendance Plan

Student		Class/Home Room:
Attendance Rate %:		Date Range:
Reasons for attendance issues		
<input type="checkbox"/> Illness <input type="checkbox"/> Bullying/Peer conflict <input type="checkbox"/> Injury <input type="checkbox"/> Mental Health <input type="checkbox"/> Mistreatment <input type="checkbox"/> Transport <input type="checkbox"/> Family/own transience <input type="checkbox"/> Family violence <input type="checkbox"/> Family dysfunction <input type="checkbox"/> Family carer <input type="checkbox"/> School Refusal <input type="checkbox"/> Substance <input type="checkbox"/> Low value of education <input type="checkbox"/> Social difficulties <input type="checkbox"/> Learning Difficulties <input type="checkbox"/> Learning Disability <input type="checkbox"/> Homelessness <input type="checkbox"/> Other [list]-		
School-based actions to be put into place		
<input type="checkbox"/> Regular / daily attendance checks <input type="checkbox"/> Family contact in instance of non-attendance <input type="checkbox"/> Modified curriculum <input type="checkbox"/> AIEO/School Mentor/contact person allocated <input type="checkbox"/> Positive recognition for attendance <input type="checkbox"/> Other [describe]		
Partners and Support Networks who will support this plan		
<input type="checkbox"/> Classroom teacher[s] <input type="checkbox"/> School-based Mentor <input type="checkbox"/> Parent/Carer <input type="checkbox"/> Principal or Deputy <input type="checkbox"/> Chaplain <input type="checkbox"/> AIEO <input type="checkbox"/> Student/peer <input type="checkbox"/> Other [list]		
Support groups and Agencies who are involved out of school		
<input type="checkbox"/> Midwest Regional Office –Aboriginal Education/Psych Services <input type="checkbox"/> DCP <input type="checkbox"/> CAMHS <input type="checkbox"/> Headspace <input type="checkbox"/> Youth Focus <input type="checkbox"/> Family GP <input type="checkbox"/> Helping Minds <input type="checkbox"/> Desert Blue <input type="checkbox"/> Police <input type="checkbox"/> GRAMS <input type="checkbox"/> SSEN D/B <input type="checkbox"/> Other [describe]		
ATTENDANCE PLAN		
REVIEW/PROGRESS NOTES		DATE:
Current Date:		Review Date:
Signatures:		
Student (if age appropriate): _____ Parent/Carer: _____ Deputy Principal: _____ Principal: _____ Teacher: _____		