



Department of
Education



ATTENDANCE POLICY AND PROCEDURES

Guidelines for Byford Secondary College

Since 2008, education and/or training is compulsory for students until the end of the year in which they turn 17. Under legislation it is the duty of the parent/carer to ensure that a student of compulsory school age is enrolled and attends school or a registered training institution.

Regular attendance is essential to assist students to maximise their learning potential. The probability of success in learning is strongly linked to regular attendance equal or greater than 90%. Students with attendance below 90% will/may lose their Good Standing at the college. (Refer "Good Standing Policy")

Byford Secondary College:

- Believes that students enrolled must attend all day on every school day
- Monitors, communicates and implements strategies to improve a student's attendance in consultation and with support from parents/carers
- Believes truanting could place a student in an unsafe situation
- Gives detentions to those students who choose to deliberately miss classes and jeopardise their learning opportunities
- Notifies parents of any truancy breaches

Indicators of students at risk are:

- Frequent lateness
- Leaving school without permission (truancy)
- Unexplained absences

Parents/carers will be contacted if the student is deemed to be at risk due to poor attendance by the Student Services Management team.

Attendance Procedures

All students must:

- be at school during their normal timetabled hours, or
- be absent only with their parents' or the school's permission

Students who are absent from school for an entire day must bring a note of explanation **as soon as they return** or the parent/carer can reply to the SMS message sent by the College. This note should clearly state the student's first name, surname, the date(s) and reason for the absence. Parents are requested to ring the college if they are aware of future absences.

All students late to the college must report to the Student Services with a note, and sign to receive a late note and go to class.

Students needing to leave during the day must:

- bring a parent's note stating permission to leave, which outlines the reason and the time the student needs to leave
- report to the Student Services prior to school or during recess/lunch time, have their name recorded in Academy and receive a Leave Pass.
- Sign in at the Student Services if they return to the college later that day

The school will support students who do not meet the minimum attendance requirements in one or more of the following ways:

- Parents/carers will receive daily SMS from the college if their child is marked absent at the College. (Parent/carers can reply to SMS instead of writing a note)
- Parents/carers will receive an email letter weekly for students with any unexplained absences from the college
- Class teachers will phone parents to discuss any prolonged absences, truancy or lateness from class
- The student will meet with the Manager of Student Services for their year group to discuss possible issues surrounding attendance
- Parents will be invited to an informal meeting
- Parents and students will be invited to attend an Individual Attendance Plan (IAP) meeting
- The student may be referred to the Student Engagement Team at regional office for further support and strategies to improve attendance
- Monitoring and review of attendance, and subsequent meetings including an invitation to convene and participate in an Attendance Panel

Failure to adequately engage with the Student Services Management team on issues to improve attendance and therefore jeopardise educational outcomes may result in regional office being invited to offer further support in the home and school through outside agency referrals.

Students are expected to attend school on all days including sports carnivals, cultural days and excursion days. Punctuality in arrival at school is a requisite. Hours of attendance at Byford Secondary College are 8:55am-3.10pm Monday, Tuesday, Thursday and Friday 8.35am-3.10pm on Wednesday.

Students who are late or miss school due to sickness must have a note, text or email sent to Byford Secondary College by a parent or caregiver.

We strongly discourage parents from taking planned holidays during term time. The school strongly encourages ***scheduled*** school holidays for personal holiday planning.

Byford Secondary College acknowledges that holidays are an enriching experience, but by law, every student is expected to attend school every day. Teachers are not obliged to accommodate students on holiday with learning programs. Catch up work will be provided when a student is absent in the case of illness. Students and parents are able to access connect while absent from school.

Parents who wish to take students out of school for the purpose of a family holiday for **extenuating** circumstances. E.g: funeral, immediate family wedding, monumental celebration more than two school days are required to apply to Mr. Bradley Spicer, Associate Principal of Student Services by email Bradley.Spicer@education.wa.edu.au, or in writing, at least one month prior to the intended holiday absence.