

Complied: 25/05/2025

Endorsed: 18/08/2025



Narrogin Primary School

Attendance Guidelines and Procedures

Informed by DoE Policy

Effective: 18/08/2025

Review: 18/08/2027

RATIONALE

Every day that a student does not attend school can negatively impact their learning. The Department of Education monitors student attendance and collaborates with other agencies and service providers to maximise student engagement. This is achieved by fostering a shared responsibility for student attendance among schools, students, parents, and the broader community.

OUR BELIEFS

At Narrogin Primary School, the Principal and staff are committed to:

- Building positive relationships with students, parents, and the Narrogin community.
- Communicating the importance of regular school attendance to students, families, and the wider school community.
- Supporting community-led initiatives that promote student attendance.
- Providing a safe, inclusive, and engaging environment where students can thrive.

We believe that:

- Every child deserves the opportunity to succeed in education.
- We can maximise learning outcomes to ensure year-on-year academic growth.
- **Every student, every class, every day counts.**

MONITORING AND RECORDING

Attendance is recorded for all enrolled students, regardless of where their educational program is delivered. This includes students attending part-time or full-time programs off-site under a Section 24 arrangement, and those with a Notice of Arrangements that includes any component of school attendance.

ATTENDANCE RECORDS

Narrogin Primary School will:

- Keep accurate attendance records for every student, including morning and afternoon sessions for:
 - Kindergarten
 - Pre-Primary
 - Primary
- Mark a student as:
 - **Present for a half day** if they attend at least two hours and five minutes of instruction.
 - **Present** if on an approved school activity or under a Section 24 arrangement.
- Create and issue **attendance reports** bi-termly in **Weeks 5 and 9** with follow-up letters for students with unexplained absences. Appendix 1.1, 1.2, 1.3
- Send **automated SMS notifications** at 10:00 AM if an unexplained absence is recorded, allowing parents to reply with the reason.

- Require all teachers to complete class rolls on Compass by **9:00 AM** and **12:30 PM** daily, using the approved attendance codes. Appendix 2
 - Attending
 - Authorised Absences
 - Unauthorised Absences
 - Not Required to Attend

NON-ATTENDANCE

There are many reasons for non-attendance. Non-attendance may result from:

- Illness
- Absence with a valid reason (at the Principal's discretion)
- Absence without a valid reason (e.g., birthdays, recreational outings)
- Absence without parental knowledge
- School refusal (student unwilling to attend or enter school)

ABSENTEE PROTOCOLS AND PROCEDURES

Notification of Absences

Parents/guardians must inform the school **before 8:50 AM** on the day of the absence via one of the following:

- Phone: 9882 1700 (from 8:00 AM)
- Email: narrogin.ps@education.wa.edu.au
- SMS reply to the school's notification
- Absentee e-form on Connect
- Written note to the teacher in advance

EARLY ARRIVALS, LATE ARRIVALS, AND EARLY DEPARTURES

Early Arrivals

- Students arriving **before 8:30 AM** must wait outside the office.
- **Breakfast Club** opens at **8:25 AM**, Monday to Friday.

Late Arrivals

- Students arriving between **8:50 AM and 8.55 AM** may go directly to class; teachers will mark attendance.
- Students arriving after **9:00 AM** must sign in at the Front Office and collect a **I'm here slip** for their teacher.

Chronic lateness will be monitored. Parents may be contacted by the Principal or delegate to discuss an action plan. Appendix 2

Early Departures

- Students leaving before **3:05 PM** must be signed out at the Front Office by a registered parent/guardian.
- A **leave pass** will be issued and must be presented to the classroom teacher.
- Written permission, or a phone call to the office, is required if someone other than a registered guardian to collect the student.
- **Under-16s** are not permitted to sign students out.

Sign-In/Out Requirements

- Students may not leave the school grounds during instructional hours (8:48 AM – 3:05 PM) without permission from the Principal or delegate.
- Parents/guardians must sign students in or out via the **Front Office**.

MAJOR SCHOOL EVENTS

As part of enrolment, students are expected to attend all major school events (e.g., inter-school carnivals, excursions, camps, award nights). Absences for these events must follow standard absentee procedures.

REPORTING TO PARENTS

Student semester reports will include:

- Overall attendance percentage.
- A general comment related to attendance percentage.

SCHOOL REFUSAL

Parents are encouraged to contact the school promptly if a student refuses to attend. The school will work with families to restore regular attendance.

IN-TERM VACATIONS AND EXTENDED LEAVE

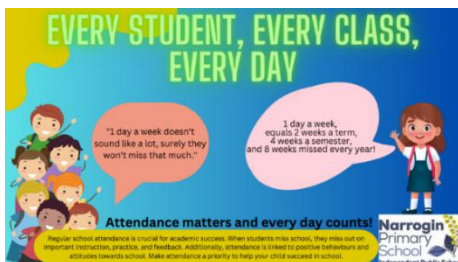
The Department of Education advises that **in-term vacations** are not appropriate. Parents must notify the Principal **in writing** when requesting leave. Schoolwork is not required to be provided during this time. Information may be shared regarding the impact holidays have on schooling. Appendix 3

ROLES AND RESPONSIBILITIES

Parents	Teachers	Front Office	Principal/Delegate
Ensure children attend daily when well.	Record attendance in Compass at 9 AM and 12:30 PM.	Check and respond to SMS/Connect notifications/phone calls.	Monitor and analyse attendance data weekly/termly.
Notify school of absences by 8:50 AM.	Contact parents after 3 days of unexplained absence. Record on Compass and notify line manager	Update records in compass.	Implement the Attendance Policy.
Respond to bi-termly attendance letters.	Store and archive all written explanations.	Generate bi-termly unexplained absence reports. Wk 5&9	Consult with Regional Office if concerns persist.
Provide a medical certificate after 3+ days of illness.	Create a positive classroom environment.	Record early departures and issue leave passes.	Support students with <90% attendance and communicate with families.

COMMUNICATION AND PUBLICATIONS

- Attendance graphics and reminders will be included in all school newsletters and published on the website.
- Updates and encouragements will be shared via **Connect** and social media.



APPENDICES

Appendix 1.1, 1.2, 1.3 Attendance Letters of Concern

Appendix 2: Late letters of concern

Appendix 3: In Term Vacation Letter

Appendix 4: Attendance Codes

Additional Resources:

[Student Attendance Toolkit](#)

Dear {parentName},

We are concerned that {studentFirstName} has been missing a lot of school.

It has been noted that {studentName} has been absent for a significant number of days and {heshethey} has an attendance percentage of 80-89% placing {himherthem} at risk.

We understand that children are not always able to attend school, particularly due to illness; however, it is of concern to the school when a student's attendance drops below the Department of Education requirement of 90%.

As per the Western Australian School Education Act of 1999, "a student must attend school on the days on which school is open for instruction". Parents/carers are required to inform the school as to the reason for absence within three days of the first day of absence.

We would like to gain your assistance in attaining regular school attendance for your child of 90% or above to ensure they have the best chance of achieving their potential.

AT INDICATED RISK	80 – 89%	Reduced chance of achieving potential
AT MODERATE RISK	60 – 79%	Limited chance of achieving potential,
AT SEVERE RISK	0 – 59%	Unlikely to achieve potential

Attendance plays a vital role in helping students reach their full potential.

Consistent attendance and participation are essential for every child's social and academic learning.

- Every day at school matters
- Children need to attend school regularly so they can take advantage of ALL the educational opportunities available
- School enables children to build on their knowledge and skills each day, each week and each year
- Consistent poor school attendance and lateness to class can affect children's educational progress
- Patterns of punctuality and regular school attendance are developed at an early age
- School helps children build confidence in areas such as communication, teamwork, organisation and social skills and children who miss school may find it difficult to keep up friendships in the class.
- Student enrolment and attendance in West Australian Schools is governed by legislation. The School Education Act 1999 requires that compulsory-aged students attend school or participate in an educational program on the days on which the school program is open for instruction unless written arrangement has been entered into for the student.

We know that there are many reasons why students miss school and are keen to work with you to develop some strategies to improve {studentFirstName}'s attendance rate target to 90% or above.

Please book a meeting time at school with {staffName}, and feel free to bring someone with you.

Yours sincerely

{staffName}
{entryCreatedDate}

You are here

First written notification of identified attendance	}	}	}	}	Legal action, including Court Order or Financial penalties can apply
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Dear {parentName},

This letter is a further attempt to gain your assistance in engaging {studentFirstName} in improved attendance at school.

It has been noted that {studentName} has been absent for a significant number of days and {heshethey} has an attendance percentage of 60 - 79% placing {himherthem} at risk.

We understand that children are not always able to attend school, particularly due to illness; however, it is of concern to the school when a student's attendance drops below the Department of Education requirement of 90%.

As per the Western Australian School Education Act of 1999, "a student must attend school on the days on which school is open for instruction". Parents/carers are required to inform the school as to the reason for absence within three days of the first day of absence.

We would like to gain your assistance in attaining regular school attendance for your child of 90% or above to ensure they have the best chance of achieving their potential.

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We hope that with your support your child can soon achieve an attendance rate target of 90% or above. Please phone the school on 9882 1700 to book a meeting time with me.

Yours sincerely

{staffName}
{entryCreatedDate}

You are here

	}	Action Plan collaboratively developed, or attendance improves	}		}		}	Legal action, including Court Order or Financial penalties can apply
--	---	--	---	--	---	--	---	--

Dear {parentName},

I am very concerned about {studentFirstName}'s attendance at school.

It has been noted that {studentName} has been absent for a significant number of days and {heshethey} has an attendance percentage of 0-59% placing {himherthem} at risk.

We understand that children are not always able to attend school, particularly due to illness; however, it is of concern to the school when a student's attendance drops below the Department of Education requirement of 90%.

As per the Western Australian School Education Act of 1999, "a student must attend school on the days on which school is open for instruction". Parents/carers are required to inform the school as to the reason for absence within three days of the first day of absence.

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We hope that with your support your child can soon achieve an attendance rate target of 90% or above. Please phone the school on 9882 1700 to book a meeting time with me.

Yours sincerely

{staffName}
{entryCreatedDate}

You are here

	}		}	Consultation with Regional Officer/Formal meeting convened	}		}	Legal action, including Court Order or Financial penalties can apply
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<ParAddress1>

Dear <ParTitle1> <ParFirstName1> <ParSurname1> and <ParTitle2> <ParFirstName2> <ParSurname2>

I am concerned by the number of times this term that <FirstName> has arrived to school late.

<FirstName> has arrived late [X] times this term.

The Director General has asked all schools to work towards improving attendance.

When arriving late, there is an interruption to all students in the class. <FirstName> is unprepared for work which requires the class teacher to pause their teaching of the class to assist your child to settle in. Many students can also feel embarrassed arriving late, which makes it challenging to engage in learning.

Your cooperation is sought to ensure <FirstName> arrives at school by 8:50am.

If there are circumstances preventing you from getting your child to school on time, we are keen to help develop strategies to help overcome these.

You can see by the table below how much time can be missed by just being late 10 minutes per day.

<i>If my child is late 10 minutes a day .. surely that won't matter or affect my child??</i>				
<i>If your child misses ...</i>	<i>that equals...</i>	<i>or...</i>	<i>From Kindy to year 12 that adds up to...</i>	<i>Which is the equivalent of attending until:</i>
10 minutes per day	50 minutes per week	Nearly 1 ½ weeks per year	Nearly ½ year	Part way through Year 12
20 minutes per day	1 hour 40 minutes per week	Over 21/2 weeks per year	Nearly 1 year	The end of Year 11
30 minutes per day	½ a day per week	4 weeks per year`	Nearly 1 ½ years	Part way through Year 11

Please contact <Teacher1> to organise a meeting or phone call.

Yours sincerely

<PrincipalName>
Principal

Dear Parent,

Thank you for advising me of the absence of X for a family holiday in the school term.

I understand that you have not made this decision lightly and have considered the impact this absence will have on X's learning.

It is my requirement as the Principal of our school to inform you that the School Education Act 1999, requires parents to ensure that their children of compulsory school age attend school every day that the school is open for instruction. As such, absence from school for a holiday in the school term is not considered an acceptable reason for missing school in accordance with the Act.

For your information, X's attendance is currently %. This is considered against the following standard:

90-100%	Regarded as regular attendance
80-89%	Regarded as 'At Risk' attendance
60 – 79%	Regarded as 'At High Risk' attendance
0-59%	Regarded as 'Severe Risk' attendance

It is also the Department's view that work will not be provided for in term holidays. To avoid disappointment, please do not request work from classroom teachers, an exercise book can be provided for your child to complete a journal to share with their classmates upon return to school.

Thank you for your consideration and understanding in this manner.

Warm regards

Eloisa Goss
Principal

Attendance Codes

Group	Code	Title
Student attendance on site	/	Present
	M	Medical or Sick Bay
	W	Withdrawn
Student attendance off site	E	Education Activity
Student late at school	L	Late
Student with authorised absence	R	Reasonable Cause
	C	Cultural Absence
	N	Notified as Sick
	V	Authorised Vacation
	Z	Suspended
Student with unauthorised absence	U	Unexplained absence-cause not yet established
	K	Unauthorised Vacation
	X	Unacceptable Reason
	T	Truant – Off School Site
Student not required to attend	Y	School Closure
	Q	Study Leave – Years 11 and 12