



Dalmain
PRIMARY SCHOOL

Attendance Policy and Procedures

Created June 2026



Care Strive Achieve

Teamwork Respect Engagement Excellence

ATTENDANCE POLICY

RATIONALE

Regular attendance at school is fundamental to student learning and allows students to build on knowledge and skills each day. Consistent attendance and participation are essential for all students' social and academic learning. This policy and procedures align with the Department of Education *Student Attendance in Public School Policy and Procedures*, updated October 2023.

PURPOSE

- To ensure students attend regularly.
- To record accurate attendance, and reasons for non-attendance.
- Develop strategic approaches that are designed to prevent poor attendance.
- To identify students at risk.
- Develop response approaches that provide support or interventions for those students who are not attending.

LINKS TO THE DALMAIN PRIMARY SCHOOL STRATEGIC PLAN 2025-2028

Focus Area 1: Excellence in teaching and learning:

- Implement the multi-tiered system of support to meet the diverse needs of all students.
- Use data to drive decisions related to student wellbeing, achievement and progress.
- Develop professional knowledge by exploring Teaching for Impact resources.

Focus Area 2: Strong, sustainable partnerships:

- Collect and analyse parent, staff and student feedback to inform school improvement planning and drive positive, evidence-based change.
- Establish a partnership with the Kids Hope Mentor program to support vulnerable students.
- Communicate with families through multiple channels.
- Promote active parent and student involvement in school life.
- Strengthen relationships with families via activities.

Focus Area 3: Safe and supportive environment

- Deliver inclusive, respectful and culturally responsive learning experiences.
- Celebrate diversity and foster intercultural understanding.
- Implement the PBS framework to explicitly teach, model and reinforce behaviour expectations, supporting student wellbeing and positive engagement.
- Utilise restorative practices and PBS to build accountability, repair relationships and promote an inclusive school culture.
- Embed and expand mental health and social emotional learning programs including Grow Your Mind and other wellbeing initiatives.
- Acknowledge the TREE Values and citizenship skills through initiatives like TREE Tokens and Dockets and school rewards.
- Use student survey data to identify and address health and wellbeing needs.
- Offer support services through the School Chaplain and School Psychologist, working collaboratively with the SAER team.

Focus Area 4: Leadership and strong governance

- Engage students in leadership roles.



RESPONSIBILITIES

Parents

- Promote a positive attitude towards school attendance.
- Notify the school in advance of planned absences by phone, email or the Compass App, providing an explanation.
- Notify the school of unplanned absences by phone, email, Compass App, or respond to Compass text message, and provide explanation of child's absence, as soon as possible following the absence.
- Participate in attendance meetings when required.
- Be aware of legislation requirements regarding student attendance, and valid reasons for absences.
- Avoid planning non-urgent appointments during the school day.
- Avoid planning family holidays during school term.

Teachers

- Complete morning attendance on Compass by 9:30am daily, selecting 'save' to update.
- If a relief teacher is unable to access Compass, a paper roll will be provided. This is to be sent to the office prior to 9:30am.
- All students who arrive after the siren must be directed to the front office in order to obtain an 'Arrival Pass'. The issue of an 'Arrival Pass' will indicate that attendance will be updated in Compass by the school office.
- If a teacher receives a message from a parent regarding attendance, it must be forwarded to the school office for recording on Compass to ensure the correct attendance code is used.
- The afternoon roll is to be completed by 1:45pm by the teacher who has the class on their timetable straight after the lunch break.
- Compass Attendance is a legal record and should be completed with fidelity.
- If a student has been absent without explanation for 3 consecutive days, the teacher is to contact the parent. Prior to making contact, please check the Compass roll for any notifications of absences. (See Appendix A)
- Report any attendance concerns to administration.

School Office

- Update attendance in response to parent communication.
- When messages from parents are received regarding planned/unplanned absences, update Compass attendance using the most appropriate code. (See Appendix B)
- Compass absence messages are sent automatically at 9:45am each day.
- Update attendance of students who arrive or leave during school hours, providing student/parent with Arrival/Leaving Pass.
- Check Compass for messages from parents regarding absences and confirm/adjust as required.
- Email the 'Unauthorised Vacation Letter' via "Compass Chronicle Entry - Attendance Notification", when reason for absence is family holiday for two or more days. (See Appendix D)
- Run the 'Unexplained Absence' letters from Compass, once per term and distribute. Update attendance when responses received.

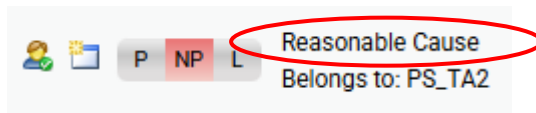
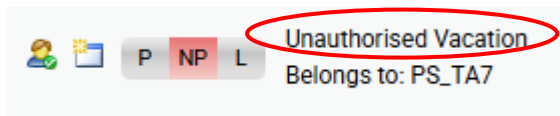
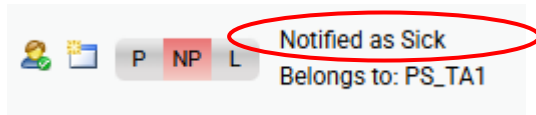
Executive Team

- Ensure the accurate implementation of the Department's Attendance Policy and procedures.
- Update this policy and procedures regularly to reflect any changes.
- Ensure staff are recording attendance accurately and in line with the policy.
- Attendance focused item added to the newsletter once each term.
- Monitor student attendance using Student Attendance Records (SAR) at least once per term.
- Email the appropriate attendance letter via "Compass Chronicle Entry – Optional Chronicle Templates (DOE WA)" when students are identified as having
 - 'moderate risk' (60-80%) or
 - 'severe risk' (less than 60%). (See Appendix C)
- Continue to monitor these students.
- Identify when there has not been an improvement and follow-up with parent.
- Work with the parent to identify attendance improvement strategies for students at risk.
- Ongoing 'severe risk' attendance may require case management.

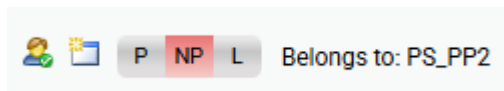
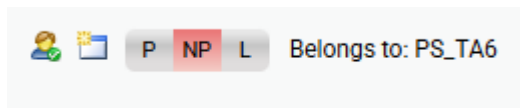
APPENDIX A – Notified Absences

On the third day of a student being absent, the classroom teacher is expected to contact the parent. Prior to contacting, please check the roll to see if the school has been notified of the absences. Often parents will notify by phone, email to the school or via their Compass App.

Notification received from parent:



Unexplained absence:



APPENDIX B – Absence Codes

Code	Description	Notes
/	Present	The student is recorded as being present at school. This is the default setting.
N	Notified as sick	The student is recorded as absent from school. The absence has been confirmed as being due to ill health by the student's parent or caregiver.
K	Unauthorised Vacation	The student is recorded as absent from school as the parent/caregiver have taken them on an in-term holiday.
V	Vacation	The student is recorded as being absent from school, on a holiday, as advised by their parent or caregiver. The Principal has authorised the absence. This code is to only be used by the School Officers after approval by Principal.
C	Cultural	The student is recorded as absent from school. The Principal has authorised the absence because of cultural or religious significance to the family.
E	Educational Activity	The student is not absent from school but is involved in an approved educational program away from the school such as an excursion, camp, PEAC or sports event.
R	Reasonable Cause	The student is recorded as being absent from school. An acceptable reason for the student's absence has been provided by a parent/caregiver.
U	Absence cause not yet established (unauthorised)	The student is recorded as absent from school. Sometimes called an unexplained absence. No reason has yet been established for the absence.
X	Unacceptable Reason	The student is absent and the reason provided is not reasonable. Please refer to your line manager to have use of this code approved.

APPENDIX C – Attendance Letter Moderate/Severe Risk (Via Compass Chronicle Entry – Optional Chronicle Templates (DOE WA))

Dear {parentName},

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.

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 hope that with your support, {studentName} can soon achieve an attendance rate target of 90% or above.

If you have any questions or concerns, please email {staffName} at {staffEmail}.

Yours sincerely

{staffName}
{entryCreatedDate}



APPENDIX D – Unauthorised Vacation Letter (Via Compass Chronicle Entry-Attendance Notification)

Dear {parentAFirstName}

Thank you for informing the school of your intention to take {studentFirstName} on a family holiday during the school term.

I am required to advise you of the following regulations, which are legally binding in Western Australia:

- Section 23 of the *School Education Act 1999* requires that, for every year of a student's compulsory education period (Pre-primary onwards), the student must attend the school at which they are enrolled.
- The *School Education Act 1999* does not permit principals to approve family holidays during school terms. As students are required to attend school each day, any time taken for holidays during term will be recorded as an '*unauthorised vacation*'.
- There is no requirement within the *School Education Act 1999* or the *School Education Regulations 2000* for teachers to provide work packages for students during this period of absence.

These regulations reflect the strong evidence that consistent attendance and the development of regular school habits are critical to student learning. Missing school can result in students missing important concepts, skill development, and classroom experiences that are difficult to replicate outside the school setting. For this reason, we strongly encourage families to plan holidays during scheduled school breaks wherever possible.

If you proceed with your plans, we encourage your child to continue reading regularly and engaging in everyday learning experiences while away. As your child's teacher will not be providing a work package, you may refer to the Semester Overview as a general guide. Please be aware that teachers will support your child to re-engage in learning upon their return; however, missed classroom instruction and collaborative learning experiences cannot always be fully recovered.

If you would like to discuss this further, please do not hesitate to contact the school.

Kind regards

Amanda Robinson
Principal
{entryCreatedDate}

