



**Lynwood**  
**SENIOR HIGH SCHOOL**

# **Attendance Policy**

## 1.0 Vision and Rationale

Education and/or training for students is compulsory until the end of the year in which they turn 17 and 6 months or have reached the age of 18 years. 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 in assisting students to maximise their learning potential. The probability of success in learning is strongly linked to regular attendance equal to, or greater, than 90%. Lynwood Senior High School's Attendance Policy is underpinned by **The Department of Education Student Attendance in Public Schools Policy and Procedures v4.5** and the **Disability in Education Act**

## 2.0 GENERAL INFORMATION

### 2.1 Communication of Reason for Absence or Late

It is a legal requirement for every absence to be covered by a phone call or written explanation from the student's parent or legal guardian. The **Compass App** is available 24 hours a day for parents to alert Lynwood SHS to absences. Parents are requested to ring, notify via Compass or complete an absence **before** 9.30am on the day of the absence.

|                       |                                                                                                          |
|-----------------------|----------------------------------------------------------------------------------------------------------|
| ABSENTEES (Year 7-12) | 9354 0636                                                                                                |
| ABSENTEES (IEC)       | 9354 0650                                                                                                |
| EMAIL                 | <a href="mailto:lynwood.shs.absentees@education.wa.edu.au">lynwood.shs.absentees@education.wa.edu.au</a> |

### 2.2 Acceptable Reasons for Absence

There are a number of reasons considered acceptable reasons for absence, including the following:

- Illness or injury (more than 2 days requires a medical certificate)
- Medical appointment (where possible students to attend school for the remainder of the day. Ongoing appointments require a letter from the medical professional advising of appointment dates and times)
- Bereavement
- Cultural leave (calendared cultural events such as the last day of Ramadan are approved, only where the parent notifies the school - uncalendared events are required in writing for approval)

### 2.3 Unacceptable Reasons for Absence

There are a number of reasons not considered acceptable reasons for absence, including the following:

- Family event
- Vacation (The **School Education Act 1999** does not allow principals to give permission for families to take holidays during the school term – assessments during this time will be given a mark of '0' as per the Assessment Policy. It is the student's responsibility to complete work missed by accessing CONNECT)
- Birthday
- Lack of sleep/tired
- Event preparation (ie Ball or Dinner Dance)
- No access to a clean or dry uniform (the school has a uniform bank accessible to all students)
- Sporting event (not including LSHS sporting events or School Sports WA participation with documentation)
- Not participating in school-based events (excursions and carnivals)
- Truancy (students who do not attend timetabled classes without a valid reason forgo educational opportunities, assessments missed due to truancy will incur a mark of zero)

If in doubt, please contact Absentees.

## 2.4 Extended Absence due to Illness or Injury

Parents and caregivers are requested to communicate with a member of Student Services and provide medical documentation when a student will be absent for an extended period of time. If able, the student is requested to make contact with class teachers through CONNECT and complete available work. An exemption for assessments may be given during this time period.

Where a student is in hospital, the School of Special Education Needs: Medical and Mental Health may be involved to assist with educational needs.

## 3.0 Late Arrival and Early Departure

All students arriving after 8:45am are required to sign in at Student Services with their SmartRider. Communication from parents is requested prior as to the reason for lateness. Recurrent lates to school will incur a consequence during break times or after school as per the Good Standing Policy.

Students needing to leave school during the day are required to sign out at Student Services. Sign out will only be permitted once communication via a phone call, email or note is provided by the parent or caregiver. It is requested that students are informed by parents or caregivers before the start of the school day to ensure they attend Student Services at the required time, as parents arriving to collect students without notice may be required to wait if the student needs to be located.

Students who become ill during the school day must present to Student Services for triage. Where it is ascertained there is a need to go home, Student Services staff will communicate with parents or caregivers. In the event the student has made contact with a parent or caregiver using their mobile phone or personal device, a mobile phone offence will be noted as per the Mobile Phone Policy.

## 4.0 Multi-Tiered System of Support

Lynwood Senior High School believes that enrolled students must attend all day, on every school day. We utilise a multi-tiered system of support for all students.

### 4.1 Tier 1 – Universal strategies for all students

#### ***Student Support Officer & Homeroom Teacher***

- School monitors and promotes regular student attendance through positive activities
- Attendance records are accurate with anomalies identified and corrected
- Early intervention needs are identified and actioned for students who enter the *indicated* category (80-90%) for attendance
- Parents/caregivers provide a reason for all absences and lates promptly (all absences and lates that have not had a valid reason provided within two weeks will be marked as unacceptable)
- Parents/caregivers provide a medical certificate for absences greater than two days
- The school contacts parents/caregivers to follow up unexplained absences via email every two weeks, requesting parents and caregivers enter the reason for absence in the Compass App.
- The Student Services team regularly review and monitor attendance for patterns of absence and identify students at risk (using weekly attendance spreadsheet and Compass data)
- The Homeroom teacher speaks with students who enter the *Indicated* category to discuss absences where there is no extended absence identified
- Attendance letters emailed home for all students whose attendance is below 85% (Week 4 and 8 of each term)
- SMS sent two times a day to notify parents/caregivers of student absence or late sign in (10:05am and 3:05pm)
- Good Standing points allocated twice a term for students with 100% attendance over a 4 week period (Week 5 and 9)

- Home visits conducted by Badged Attendance Officers where communication between school and home has not been established effectively
- Aboriginal & Islander Education Officer and STARS regularly communicate with families (fortnightly) to discuss culturally responsive support

#### 4.2 Tier 2 – Targeted intervention for students at ‘moderate’ risk for attendance (60-80%)

##### ***Student Support Teacher***

- All strategies in Tier 1
- Proactive fortnightly phone calls home to parents to discuss attendance percentage, absences and identified patterns
- Parents/caregivers to provide documentation related to extended or regular absences (medical letters, appointment notes, letter of diagnosis)
- Parents/caregivers to provide medical certificate for cumulative absences (more than two days in a week, not necessarily consecutive)
- Meeting organised by Student Support Teacher with parents or caregivers where monitored attendance is not improving over a month long period, with strategies put in place to improve attendance (including Attendance Plan)
- Fortnightly check in between Student Services team and students being monitored
- Home visits conducted by Badged Attendance Officers where communication between school and home has not been established effectively
- Referral to support staff (Nurse, Chaplain or School Psychologist) where additional support needs are identified

#### 4.3 Tier 3 – Intensive Intervention for Students at severe risk for attendance (less than 60%)

##### ***Head of Student Services***

- All strategies in Tier 1 & 2
- Transitional Attendance Plan may be considered for students who are not engaging in school for an extended period, to enable them to return for reduced periods of time (time at school is to increase over a set period of time, usually 2-3 weeks, until fulltime attendance is achieved)
- Referral to external agencies where necessary (Department for Child Protection, Child and Adolescent Mental Health Services, School of Special Educational Needs: Medical and Mental Health, School of Special Education Needs: Behaviour and Engagement)
- Referral to South Metro Regional Education Office for consideration of an *Attendance Panel*
- Referral to South Metro Regional Education Office as a *Student Whereabouts Unknown* where communication with the family has not been achieved, the whereabouts of the student has not been ascertained, and the student has not attended for 15 consecutive school days
- Referral to Participation will be considered for students in Year 11/12 after four weeks of consecutive non-attendance
- Where communication with parents/caregivers is not ascertained for students who are not attending for extended periods of time, an Individual Attendance Plan will be developed by the school and emailed to the primary caregivers

## Appendix A: Individual Attendance Plan

### Student Information:

Student Name: \_\_\_\_\_

Year Level: \_\_\_\_\_

Date: \_\_\_\_\_

Current Attendance Rate: \_\_\_\_\_ %

### Attendance Goals:

(School goal is 90% attendance)

What is the goal we are working towards?

1. Target Attendance Rate: \_\_\_\_\_ % for the remainder of the term.
2. Target Days per Week: ☐ M ☐ T ☐ W ☐ Th ☐ F

### Reason(s) for Low Attendance

- |                                                  |                                                  |
|--------------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Illness / Mental Health | <input type="checkbox"/> Family Responsibilities |
| <input type="checkbox"/> Anxiety / Wellbeing     | <input type="checkbox"/> Struggling Academically |
| <input type="checkbox"/> Not enjoying school     | <input type="checkbox"/> Bullying / Peer Issues  |
| <input type="checkbox"/> Transport Issues        |                                                  |

Summarised reasons identified through discussion:

---

---

---

---

### Student Strengths / Interests

What motivates the student or makes school enjoyable? (favourite subjects, teachers, activities)

---

---

---

---

## What Will Help? (Strategies and Support)

| Strategy/Support                                                | Who Will Help                | Start Date / Plan |
|-----------------------------------------------------------------|------------------------------|-------------------|
| Morning check-in with mentor/staff member                       | Mentor / Student Services    |                   |
| Set weekly attendance goals and track on a chart                | Student & Teacher            |                   |
| Small reward for each full week of attendance                   | Parent / School              |                   |
| Flexible start time or support with mornings                    | Student Services             |                   |
| Organise transport (e.g. bus pass, carpool)                     | Family / School Support      |                   |
| Support / Meetings with STARS Team                              | STARS Staff                  |                   |
| Catch-up sessions to reduce feeling overwhelmed                 | Student Services             |                   |
| Use of calm space when needed during school day                 | Student Services             |                   |
| Parent to call or message school each morning, weekly, monthly? | Student Services             |                   |
| Create a weekly planner or visual schedule                      | Student Services             |                   |
| Link to HoSS, SS Coordinator, Chaplain, nurse, AIEO             | HoSS, SS Co, Nurse, Chaplain |                   |
| Celebrate milestones (e.g. 90% term attendance)                 | Student Services             |                   |
| Re-engagement plan with partial days to start                   | Student Services             |                   |

Other Supports discussed:

- 
- 
-

### Parent/Carer Role

☐ Help with routines (bedtime, transport, etc.) Other: \_\_\_\_\_

☐ Daily check-ins about how the day went

☐ Communication with school if student is away (within 3 days of absence)

Other: \_\_\_\_\_

### Review Date/s

Next Check-in: \_\_\_\_\_

Next Check-in: \_\_\_\_\_

Next Check-in: \_\_\_\_\_

Progress noted on Compass and additional check in date placed into staff and students' calendars.

### How will we reward improvement? (Weekly? / Monthly? / Daily?)

☐ Good standing points

☐ Positive call home

☐ House Points

☐ Canteen voucher (monthly improvement)

☐ Ice-cream / Icy Pole

☐ Other: \_\_\_\_\_

### Signatures

Student Signature: \_\_\_\_\_

Parent / Carer Signature: \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_

Staff Role: \_\_\_\_\_

Date: \_\_\_\_\_

[illegible]



| Effective | Last Updated | Policy Version | Notes                                         |
|-----------|--------------|----------------|-----------------------------------------------|
| Jan 24    | 30-1-24      | 1              |                                               |
| Feb 25    | 2-4-25       | 2              |                                               |
| Feb 26    | Feb 26       | 3              | Formatting; Adjustments for Compass inclusion |