



NYABING
PRIMARY SCHOOL

Attendance Guidelines 2022

The Nyabing Primary School Attendance Guidelines represents a school-based approach to supporting the wellbeing of children by ensuring they attend school on a regular basis.



To sow seeds of knowledge that encourage our community of learners to flourish.



OUR VISION

Our vision is to improve our attendance rate, to ensure all children within Nyabing regularly attend school and succeed in their engagement in education.

OUR CURRENT ATTENDANCE

Nyabing Primary School recognises that students need to attend school on a regular basis to gain the maximum benefit from schooling in order to optimise their life opportunities. At Nyabing Primary School, we understand that for maximum transfer of knowledge, 95% attendance is necessary. Attendance lower than 95% could impact on academic standards. NPS currently has a 91.9% attendance rate, concluding 2021. Although, we are currently achieving our goal of 90% or more, as highlighted in our Strategic Plan, we are hoping to extend this to 95% by the end of 2023.

Attendance Overall

Primary Attendance Rates

	Non - Aboriginal			Aboriginal			Total		
	School	Like Schools	WA Public Schools	School	Like Schools	WA Public Schools	School	Like Schools	WA Public Schools
2018	94.1%	93.1%	93.7%	73.9%	85.0%	80.8%	93.0%	92.5%	92.6%
2019	94.6%	92.0%	92.7%				94.6%	91.7%	91.6%
2020	96.5%	93.2%	93.2%				96.5%	92.9%	91.9%

THE REQUIREMENTS

At Nyabing Primary School, there is an expectation that once enrolled, students will attend on a regular basis and positive attendance patterns will be fostered.

Section 23 of the School Education Act 1999 requires students to attend school, or participate in an educational program of the school, on the days on which it is open for instruction.

A student may be excused if they are prevented from attending due to temporary physical or mental incapacity, or other reasonable cause (Section 25); cultural or religious observance (Section 30); or suspension (Section 90).

MANAGING STUDENT ATTENDANCE

When a student's attendance falls below 90% or is identified as a concern, the Student Attendance Policy and Procedures requires the school to investigate the reasons for a student's absence, discuss this with parents, and implement strategies for improvement that are linked to the causes of absence.

Nyabing Primary School manages student attendance in accordance with the Department's Student Attendance Policy. This includes:

- maintaining accurate attendance records;
- responding to Department requests for reporting and disclosure of attendance data;
- managing alternative attendance arrangements where these are appropriate;
 - addressing student absence;
 - developing plans for students with persistence absence;
 - retaining all relevant documentation;
 - keeping accurate attendance records for every student enrolled at the school;
 - recording whether a student's absence was authorised or unauthorised;
 - requesting that a reason for a student's absence be provided to the principal's satisfaction
- recording a student as:
 - present for a half day when the student has attended at least two hours of instruction; and
 - present if they are on a school approved activity.
- investigating the reasons for a student's absences where attendance falls below 90% or is identified as a concern.



ATTENDANCE PROCESSES @ NPS

RECORDING ATTENDANCE

- Attendance is to be recorded daily on Integris, prior to 9.30am.
- Students who arrive after 9.05am must sign in at the Front Office.

UNEXPLAINED ABSENCES

- Where a student has been absent without explanation for longer than 3 days, classroom teachers should contact home to establish reason for absences.
- Class lists of unresolved absences and letters home/emails will be generated from Integris each fortnight. As slips/emails are returned to the school, teachers or administration must enter the correct code into Integris. Teachers should also utilise opportunities to determine reasons for unknown absences when slips/emails are not returned. This may include asking parents or guardians face-to-face at the start or close of a school day.

MONITORING

- Attendance screening will be conducted by the principal in Week 5 and 9 of each term. The principal will follow up any attendance lower than 90%, or any persistent late arrivals.
- Notification letters/emails will be generated, as required.
- Case management meetings and attendance plans will be established, if required.
- Where non-attendance persists and the intervention strategies implemented have not been successful in restoring the students attendance, the school will contact the School Engagement Team at NMREO for further support.

COVID-19

Please note, that attendance processes may be modified by the Department of Education as circumstances change with COVID-19.

ATTENDANCE TOOLKIT FOR STAFF

- ARACY Parent and Family Implementation Guide
- Engaging and Working with your Community Framework and Toolkit
- Student Wellbeing Hub
- Berry Street Education Model
- Engage with the Aboriginal community
- Two way learning