

## Kalamunda Secondary Education Support Centre

### SCHOOL ATTENDANCE PLAN

The Kalamunda Secondary Education Support Centre (KSESC) understands that the continuous development of its students is dependent upon regular attendance and, as such, has a responsibility to closely monitor student attendance and respond appropriately when a student's absence from school is seen to put their education at risk.

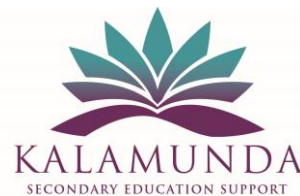
The KSESC Attendance plan follows the Department of Education Western Australia (DOEWA) policy and employs the following processes to ensure the maintenance of accurate records:

Teachers will check and enter student attendance in to Compass each morning using the following procedure:

- Where an absence is noted, the appropriate code identifying the nature of the absence will also be entered into Compass
- When a student arrives at school late they are required to report first to KSESC Administration via the iPad and the appropriate entry will be made by the School Officer into Compass
- Where a student/s leave KSESC grounds to attend an off-site educational activity the teacher responsible will provide a list of those students attending to Administration before departure.
- Any student enrolled under an approved section 24 arrangement will be recorded as an 'E' in Compass. This will be adjusted accordingly should the student fail to attend the alternative program.
- If a student has to leave KSESC before the scheduled close and after already being recorded as present:
  - All students must sign out via the iPad system at Administration
  - Students only to be released by their teacher if teacher has been informed via KSESC Administration staff.
  - Students under 18 will not be permitted leave the school site without a carer, or if written permission has been given by a parent/guardian.
  - The KSESC Administration will record the absence appropriately into SIS.

KSESC acknowledges that it is sometimes in the best interests of a student to participate in an educational program that does not include full-time attendance at school. When this occurs the Principal will consider the following alternatives:

- Initiating an approval process under a section 24 arrangement (temporary attendance in an alternative educational program on a different site)
- The individual needs of the students may not suit an arbitrary timetable in which case in consultation with the student and their parents/carers, the Principal may modify the student's timetable.



- the process known as Notice of Arrangement (NOA) whereby students may engage in a varied program provided that, in total, it equate to full-time participation.

To monitor students with a view to identifying those who are at risk of early school disengagement (below 90% attendance rate), KSESC will at regular intervals generate appropriate reports as required by the DOEWA guidelines and analyse the data and determine the level of risk.

Where a student is identified as being at risk of early school disengagement the Principal will initiate correspondence with the parent/carer according to DOEWA policy.

Where the support provided by KSESC has not resulted in satisfactory engagement, the Principal, in consultation with the student and their parent/carer, will initiate a Request for Assistance from South Metropolitan Education Region Participation Team in accordance with DOEWA policy.

Where KSESC is unable to locate an enrolled student, the Deputy Principal will initiate the process detailed in DOEWA policy

KSESC Education Support Centre will retain all documentation for a period of 7 years from the day on which the student's enrolment ceases, as required under Section 21 of the School Education Regulations 2000. Where correspondence relating to attendance/absence occurs between the teacher and parent/carer the teacher will:

- Forward all hardcopy correspondence to KSESC Admin for filing.
- Forward all electronic communications via email to KSESC Admin for digital filing.

All SMS communication between staff and parent/carers should be saved via 'screen shot' and forwarded to KSESC Admin. This may be compiled and sent on a weekly basis for frequent SMS contact