



WILLOWMAVIN PRIMARY SCHOOL ATTENDANCE PROCEDURES

RATIONALE:

As stated in the Education and Training Reform Act 2006, *schooling is compulsory for children and young people aged from 6 – 17 years unless an exemption has been granted*. Daily school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives. It is important that children develop habits of regular attendance at an early age. School attendance is not just about being at school, it is about being prepared for school, getting to school on time for classes and remaining at school for the full school day.

School participation is important as it maximises life opportunities for children and young people by providing them with education and support networks. School helps people to develop important skills, knowledge and values which set them up for further learning and participation in their community.

Conversely, limited school participation is associated with a greater chance of dropping out of school, disruptive and delinquent behaviour and may lead to a cycle of rebellion against authority. These outcomes have later implications for employment, a range of health risk behaviours (drug and alcohol abuse), homelessness, poverty, welfare dependence and involvement in the justice system.

PURPOSE:

At Willowmavin Primary School, we know that high levels of attendance are critical in ensuring students are maximising opportunities to not only reach their potential but to further extend that potential. We understand that a high level of attendance also acts as a key indicator of student engagement and wellbeing. As such, we aim for students to have an attendance rate of 95% or higher. We expect that students will have a minimum attendance rate of 90%.

The purpose of the Willowmavin Primary School Attendance Policy is to identify the processes, roles and responsibilities of all members of the collective school community to promote and achieve maximum levels of student attendance. This policy has been developed to assist our school in supporting full time student attendance.

DESCRIPTION

As per the Department of Education's regulations, students of Willowmavin Primary School are expected to attend school during normal school hours every day of each term, unless:

- there is an approved exemption from school attendance for the student (e.g. the student is unwell), or
- the student is registered for home schooling and has only a partial enrolment at Willowmavin Primary School for particular activities.

To ensure maximum student attendance rates, Willowmavin Primary School has established:

- **Procedures:** clear procedures with regards to recording, monitoring, tracking and following up on student attendance.
- **School Responsibilities:** the role of the school and its staff in maximising student attendance rates at Willowmavin Primary School.
- **Parent/Guardian Responsibilities:** the role of all parents/guardians at Willowmavin Primary School in maximising school attendance rates of any child in their care.
- **Strategies and initiatives to promote student attendance:** initiatives, methods and practices that Willowmavin Primary School will implement to aid in its goal of achieving high levels of student attendance.
- **Online Rolls:** Via our student management platform, we are able to mark rolls wherever an internet connection is present.



IMPLEMENTATION

Procedures

Rolls

- Rolls are marked twice per day on Compass - at the start of the day (after SMART Spelling at 9:00am) and immediately after the lunch break (no later than 2:10pm). It is a legislative requirement for all rolls to be marked twice per day and in a timely fashion.

Student absences are coded in accordance with DET's [Attendance and absence recording guide](#)

- When a roll marking period (commencement of day and after lunch) falls within a Specialist class, the supervising teacher is to mark the roll on Compass.
- Where a CRT is supervising the class, on arrival at the school, they will receive a paper copy of the class roll that is to be completed and sent to the office by 9:00am. The CRT will need to then collect the class list from the office by lunch time so that the procedure can be repeated after lunch and by no later than 2:10pm.
- In the event of a grade being split, wherever possible, teachers will be informed of students being split to their class in advance (pre-prepared classroom split lists will assist with this). Split students will have their attendance recorded through Compass by their supervising teacher.
- When completing the roll, teachers will add an "Absent Unexplained" Chronicle (Appendix K) entry for all students who have been marked as an unexplained absence. This will notify parents/guardians of the absence.
- Specialist classes: Where specialist classes occur between recess and lunch time, Specialist teachers will check the morning's rolls to ensure all students are accounted for.
- Where a student marked as present on the morning roll is not in attendance when the roll is next marked, or at any other stage that a child is unaccounted for, the supervising staff member, must immediately alert the office to ascertain the student's whereabouts.
- Attendance data is exported to CASES from Compass overnight.
- Codes used in rolls:
 - P Present
 - NP Not Present
 - L Late
- For notified prolonged non-medical related absences (e.g. overseas trip) the departure and return dates are to be provided to the school office and the absences on the roll marked with the reason (e.g. "Family Holiday"). A Student Absence Learning Plan (see Appendix H) should also be negotiated with the child's parent/guardian.

Lateness and Early Departures

- Students arriving after 8:50am, but before 9:00am, are expected to go to the office where they will be sent to class and marked as present as part of the 9am morning roll marking.
- Students arriving after 9am, must report to the office where they will be signed in to ensure an accurate record of student attendance is kept. These students will be marked as having arrived late.
- Students departing early, will need to be signed out at the office.
- Students can be signed in or out of the school using the Compass platform (which in addition to personal devices, can be accessed at the school's office).
- If a child is late for school, but in attendance by 12:00pm, the child will be marked as having been late for a fully attended day.
- If a child arrives after 12:00pm, they will be marked as absent for the morning session.
- Students departing prior to 1:00pm, will be marked as absent for the afternoon session with a Departure note being completed by the office where the parent has not completed an Attendance note.
- Students departing after 1:00pm, will be marked as present for the afternoon session with a Departure note being completed for the time of departure.
- Classroom teachers will monitor student attendance for patterns of lateness and follow up accordingly.

Notification of Absences

- It is a Department of Education and Training requirement that parents provide their child's school with an explanation for all absences. Parents / Guardians are required to provide an explanation for any instance that their child is absent from school.
- At 9:30am each day, the Business Manager (or Principal in the Business Manager's absence), will phone a parent/guardian of any student marked as an unexplained absence for that day. Where contact is made, the school will attain a reason for the absence and remind the parent of their responsibility to inform the school of their child's absence (preferably via a Compass Attendance Note). Where contact is not made, a voice message will be left, informing the parent of the situation and requesting the parent to update the school on the reason for the absence. The Business Manager/Principal will then update Compass and provide an e-mail to teachers informing them of the outcomes of these phone calls.



- Where unexplained absences exist, formal notes, produced using Compass, will be sent out requesting an explanation for the absence. These forms will be organised by the Business Manager and sent out once per month (Appendix A).

Absence, Lateness and Early Departure Follow Up

- If students are absent for 2 days (maximum) in a row, and there has been no direct communication between the school and the student's parent (e.g. e-mail, phone call, face to face), the classroom teacher is to contact parents via a telephone call or e-mail after school on the second day of absence. This is regardless of whether the parent has reported the absence on Compass. Not only is such communication part of our duty of care to ensure the wellbeing of our students, it also supports the building of positive relationships between the school and home.
- For a child who is displaying a pattern of arriving to school late (one or more times per week), the teacher will contact the parents and remind them of the need for on-time attendance. In the event of continued lateness, the classroom teacher will arrange a meeting with the parents / guardians. The teacher may wish to invite a colleague or the Principal to the meeting. During this meeting, issues will be identified and strategies to improve punctuality will be put in place.
- Specialist teachers should also be tracking attendance and contact parents/guardians should a student's attendance drop below 70% in that subject area.

Follow up – regular absence:

- In the first instance, it is the responsibility of the class teacher to follow up concerning absence patterns with parents (phone call, e-mail, or arranging a meeting). This is a supportive process, not a disciplinary process.
- Possible strategies will be identified to assist in overcoming the attendance issues. These may include:
 - Modification to the class program to cater for the child.
 - Referrals to community services or agencies.
 - Establishing an Individual Learning Improvement Plan (see Appendix G).
 - Establishing an Attendance Improvement Plan (see Appendix E).
- Where a parent/guardian of the child cannot be contacted, or declines to discuss the matter, the classroom teacher will send home a letter requesting an explanation for the child's absences (Appendix B).
- In the event that the classroom teacher is not satisfied that sustained improvement in attendance has been achieved, the Principal will be informed. The Principal will then send a follow up letter home (Appendix C) requesting an explanation for the absences and for the parent/guardian of the child to make contact with the school.
- If patterns of absence continue, the classroom teacher will make contact via phone call or letter (Appendix D) to arrange a Student Support Group meeting between the parent/guardian, classroom teacher and Principal. During this meeting, a Student Attendance Improvement Plan (Appendix E) will be developed that encapsulates the following:
 - Issues identified
 - Attendance expectations revisited
 - Strategies and support established as appropriate
- Where the Student Support Group cannot be arranged due to lack of commitment from the parent/guardian, or where the Student Support Group does not result in an improved attendance rate for the student, the school may seek to contact one of the student's emergency contacts to alert them of the situation and request their support.
- Where the school feels that there has been no effort or commitment from the parent/guardian to improve a child's attendance, the school may report the concern to Child Protection or make a referral to the Child FIRST intake service for referral to family services.
- In the event that the principal feels that all reasonable measures to improve the student's attendance have been exhausted and attendance remains an issue, the principal may exercise their discretion to refer the matter to the School Attendance Officer. School Attendance Officers will only be a viable option if the student:
 - has been absent from school on at least five full days in the previous 12 months AND
 - the parent has not provided a reasonable excuse for these absences.
- Before referring the matter to the School Attendance Officer, the principal will attempt to make contact with the parents/guardians of the student via telephone, to inform them of the situation and express the seriousness of the matter.
- In the event that the principal refers the matter to the School Attendance Officer, a letter will be sent home informing the parent/guardian of the escalation in the matter (Appendix F).
- A School Attendance Officer may issue a School Attendance Notice to the Parent giving the parent the opportunity to provide reasons for these absences. Failure to comply with this Notice may result in the issue of an Infringement Notice.

Reporting and Informing



- In Term 1, all families will receive a copy of the Department of Education's, [Parent Brochure - Every Day Counts, Primary School \(pdf - 98.01kb\)](#).
- Through articles in the school newsletter, Compass posts and the school's website, Willowmavin Primary School will provide strategies to support families in ensuring their children have high levels of attendance, as well as remind parents of their responsibilities in ensuring their child is attending school.
- Each term, an *Attendance Report Card* (Appendix I) will be sent home, informing parents/guardians of their child's number of absences and predicted number of absences for the year should this rate of attendance continue. The final PL session of each term will be allocated to look at attendance and teachers will be provided time during this session to complete the Attendance Report Cards. This will be accompanied with a Compass post (Appendix J) explaining the report card and emphasising that students should be in attendance on every school day they are healthy and able.
- Each semester, the number of days a student has been absent will be recorded in their student report.

RESPONSIBILITIES

School Responsibilities

Schools have a statutory role in regards to attendance as they are required to keep records of all absences; approved or unapproved.

- Willowmavin Primary School actively sets high expectations for student attendance (minimum 90%) and regularly promotes these expectations and the importance of student attendance (e.g. school newsletter, website).
- Through the school's Attendance Policy, Willowmavin Primary School ensures all members of the school's community are informed on expectations, responsibilities and processes with regards to student attendance.
- Willowmavin Primary School guides and supports staff in following attendance procedures at the school (as identified in this policy).
- Attendance rates are monitored with any concerning patterns identified and acted upon.
- Willowmavin Primary School will provide support for families who are experiencing difficulty in maintaining a high level of school attendance for their children (refer to *Strategies and Initiatives to Promote Student Attendance* section of this document). This may or may not include home visits.
- Wherever possible, Willowmavin Primary School will assist with providing individual students with identified behavioural, health, or social issues with access to specialist support (e.g. psychologists, speech therapists).
- Willowmavin Primary School will conduct effective school-to-home and home-to-school communications (including information on term start and end dates, student-free curriculum days, early finish times, etc.).

Parent / Guardian Responsibilities

Student attendance at school is fundamental to the role of all parents/guardians. The attitudes and actions of parents/guardians, about going to, or being at school, have a very powerful impact on their child's attitude.

- Parents/Guardians of school aged children, must send the children in their care to school unless there is a reasonable excuse, such as illness.
- Students should arrive on time (no later than 8:50am) every day.
- It is the parent / guardian's responsibility to inform the school of the reason for a child's absence. The school's preferred method of communication for this is for parents/guardians to enter an Attendance Note through their child's Compass page.
- Parents / Guardians are encouraged to notify the school at their earliest convenience when a student's absence is known in advance. Such absences can be logged via an Attendance Note in Compass or through contacting the school.
- Students arriving after 8:50am, must be signed in at the office to ensure an accurate record of student attendance is kept. Similarly, students departing early, will need to be signed out at the office.
- Students arriving late or leaving early should only do so due to extenuating circumstances and need to be signed in/out at the office.
- Where possible, parents/guardians should arrange child's appointments for medical, dental or health to be outside of school hours. We understand this is not always possible.
- In the event of an impending prolonged absence (e.g. overseas trip) parents are asked to advise the school in advance, stating the start and end dates of the absence.

PROMOTION

Strategies and Initiatives to Promote Student Attendance

In order to promote a high level of student attendance, Willowmavin Primary School will implement the following strategies:



- Create safe, supportive learning environments where all students experience success through active participation and engagement in purposeful learning.
- Setting expectations that all students are afforded the right to be safe and comfortable at school, as well as the right to learn and do as much work as possible.
- Utilise the School Wide Positive Behaviour Support framework in line with the school's values to develop a positive and supportive school environment for all students.
- Set high expectations regarding student attendance levels (90% attendance a minimum).
- Promote the importance and value of a high rate of attendance (e.g. newsletter articles).
- Through school communication platforms (Compass, assembly, newsletter), inform families of attendance rates and the school's progress in achieving its attendance goals.
- Celebrate attendance through whole school and classroom acknowledgement systems (whole class attendance awards at assembly, class Attendance and Engagement awards, whole school/class reward for all students present on any given day).
- Provide opportunities for the community to engage with the school and their child's learning (e.g. Fundraising and Community Engagement team, school working bees, open classroom afternoons, parent information sessions, parent helper training sessions, etc.).
- Involve families with homework and other curriculum-related activities (such as open afternoons/evenings).
- Involve families as participants in school decision-making through School Council and parent surveys.

RESOURCES

<https://www2.education.vic.gov.au/pal/attendance/policy?Redirect=1>
[Parent Brochure - Every Day Counts, Primary School \(pdf - 98.01kb\)](#)

DET

- [Attendance and absence recording guide](#)
- [Schools' guide to attendance](#)

Last updated: November 10, 2022

APPENDIX A



Willowmavin Primary School
690 Willowmavin Road, Willowmavin VIC 3764
(03) 5782 1319 willowmavin.ps@edumail.vic.gov.au

20/08/21

Lord Eddard Stark and Lady Catelyn Stark

UNEXPLAINED ABSENCE / LATE ARRIVAL INFORMATION FOR: Arya Stark of 5/6A

Dear Lord Eddard Stark and Lady Catelyn Stark,

Our records indicate that your child has unexplained absences or lateness for the dates listed below. It is DET (Department of Education and Training) policy that all student absences are accounted for. Please assist us to fulfil our legal obligations regarding student absences by indicating the reason/s for the absence/s. Our preferred method for this is to enter attendance notes on Compass for the date/s listed. Alternatively, you can record the reasons in the space provided below, then sign this notice and return to your child's classroom teacher.

If you are having difficulty getting your child to attend school regularly and punctually, please contact your child's classroom teacher so that we can discuss the supports the school may be able to offer.

If you have any queries about the recording of these absences, please contact the school office. Information on your child's absences is also available through the Compass portal.

Should your child be absent in the future, please ensure you inform the school as soon as possible. This is best done via recording an attendance note through your child's page on Compass.

Yours sincerely,

Business Manager

Monday, 02 August 2021

Reason

Generalist 456

08:50 AM - 12:00 PM Not Present

Generalist 456

12:30 PM - 03:00 PM Not Present

Signature of Parent/Guardian of Arya Stark

APPENDIX B



UNEXPLAINED ABSENCES

DAY, the DATE of MONTH, YEAR

Dear _____,

Your child _____ has been absent from school recently and we have not received communication from you explaining the reason for these absences.

The date/s of the absences are: **INSERT DATES**

It is a Department of Education and Training requirement that parents/guardians provide the school with an explanation for all student absences.

Therefore, you are required to provide an explanation for the above absence/s from school as soon as possible.

Should you require support regarding your child's attendance, please contact the school.

Yours sincerely,

Classroom teacher name

Please complete and return to school

Name of Student -----

Home group -----

Dates Absent -----

Reason/s for Absence -----

Signed -----

APPENDIX C



Date: Day of the Week, Day of the Month, Month, Year

Dear _____,

It has been brought to my attention that _____ has continued to be absent from school. These absences have not been explained by you as required by the Department of Education and Training (DET). The date/s of the absence/s are attached.

Our school attendance policy, which is supported by the DET's School Attendance Guidelines, requires that we address non-attendance.

I am concerned about this pattern of non-attendance and the impact this is having on _____'s academic and social development.

I am requesting that you contact your child's classroom teacher to discuss possible solutions for improving _____'s attendance. In partnership we can work to ensure that your child can participate fully in the day to day learning programs at school.

For further support you might like to contact Parentline Victoria on 13 22 89 or via their website at www.parentline.vic.gov.au.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'A. Kelly', written over a horizontal line.

Principal

APPENDIX D



Date: Day of the Week, Day of the Month, Month, Year

Dear _____,

Your child, _____, has continued to miss school days on a regular basis.

Up to the date of this letter, _____ has not attended school for ____ days this year. This means _____ has only been at school for ____% of the current school year. At Willowmavin Primary School, our attendance policy states that we expect a minimum 90% attendance rate for students.

Prior to sending this letter the following actions have been undertaken by the school to promote your child's attendance and participation in their education:

SELECT AS APPROPRIATE

- Phone calls home
- Letters home
- Individual Learning Plan taking into account individual support needs
- Home visit by a staff member, Welfare Officer or KESO
- Referral to the school's Student Wellbeing Officer or Coordinator
- Recommended referral to a Schools Student Support Officer
- Student Attendance Support Group
- Creation of a Supported Attendance Plan

According to the *Education and Training Reform Act 2006*, it is compulsory for children to attend school until the age of 17. This means that you may not have met your obligations under the Act and an accumulation of these absences could lead to a notice from a School Attendance Officer and possibly a fine.

Every endeavour must be made to ensure _____ can participate fully in an education. Poor patterns of attendance place students at risk of not achieving their educational, social and psychological potential. Such students are often disadvantaged in the choices they are able to make in later life.

I am requesting that you contact me within 7 days to arrange an Attendance Student Support Group meeting with a view to working in partnership with you to develop a support plan so that _____ can participate fully in the school's education program.

For further support you might like to contact Parentline Victoria 132289 / www.parentline.vic.gov.au.

Yours Sincerely,

Principal

APPENDIX E



WILLOWMAVIN PRIMARY SCHOOL
Be Your Best Respect Resilience Safe
STUDENT ATTENDANCE IMPROVEMENT PLAN



Student name: _____		Date: _____	
Year level: _____			
Attendance Goal: Current attendance as a percentage (refer to Compass): _____%			
This Student Absence Improvement Plan aims to increase _____'s attendance to ___% by _____.			
School Dates 2022:			
TERM	Term Commences	Term Concludes	Public Holidays & Student Free Curriculum Days
Term 1	Monday, January 31 st	Friday, April 8 th	Friday, January 28 th (Curriculum Day) Monday, March 14 th (Labour Day)
Term 2	Tuesday, April 26 th	Friday, June 24 th	Monday, June 13 th (Queen's Birthday)
Term 3	Monday, July 11 th	Friday, September 16 th	
Term 4	Monday, October 3 rd	Tuesday, December 20 th	November 1 st Melbourne Cup
Strategies to be implemented by Willowmavin Primary School to improve _____'s attendance rate: <ul style="list-style-type: none">••••			
Strategies to be implemented at home to improve _____'s attendance rate: <ul style="list-style-type: none">••••			
Process to be followed if student is absent (e.g. parent/guardian contacting the school, student making up work): 			
Student signature: _____		School phone number	
Signature of parent/guardian: _____		5782 1319	
Signature of classroom teacher: _____		Parent / Guardian Contact Number: _____	

APPENDIX F



Date: Day of the Week, Day of the Month, Month, Year

Dear _____,

I write in reference to the letter dated --/--/-- relating to the attendance record for _____.

The Department of Education and Training (DET) requires schools to closely monitor student attendance and respond where there are unexplained absences or absence levels are of concern. We have invited you, on a number of occasions to discuss and develop a plan to improve _____'s attendance.

You may not have met your obligations under the Education and Training Reform Act 2006. An accumulation of these absences could lead to a School Attendance Notice from the DET's School Attendance Officer. Failure to comply with the School Attendance Notice may result in the issue of an Infringement Notice.

This matter will now be referred to the School Attendance Officer and may result in a fine.

Please contact the school if you would like to discuss this matter further.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'A. Kelly', is written over a horizontal line.

Principal

APPENDIX G



Be Your Best

Respect

Resilient

Safe



Willowmavin Primary School Individual Learning Improvement Plan

Student:	Year Level:	Class:
Class teacher:	Date of Plan:	Plan Review:
Plan Contributors:		

Background Information	
Parents/Guardians (Who is currently caring for the child? Are there issues/challenges around the home environment?)	Possible Barriers to Learning (Diagnosed medical conditions, Behaviour, etc.)

School Attendance			
Days late this year:		Attendance this Year (Percentage):	

Description of Current Situation (Highlight cell and include previous student report progression point)					
Subject	>18 Months Below Expected	12-18 Months Below Expected	At Expected	6-12 Months Above Expected	>12 Months Above Expected
Reading					
Writing					
Number and Algebra					
Measurement and Geometry					
Statistics and Probability					

Learning Improvement Goals (Maximum 4)	
Goal 1	
Goal 2	
Goal 3	
Goal 4	

Goal 1:	
Current Skills	-
Targets/Milestones	-
Strategies at School	-
Help at Home	-

Goal 2:	
Current Skills	-
Targets/Milestones	-
Strategies at School	-
Help at Home	-

Goal 3:	
Current Skills	-
Targets/Milestones	-
Strategies at School	-
Help at Home	-

Goal 4:	
Current Skills	-
Targets/Milestones	-
Strategies at School	-
Help at Home	-

APPENDIX H



Be Your Best

Respect

Resilient

Safe



Willowmavin Primary School

STUDENT ABSENCE LEARNING PLAN

Student Absence Learning Plans are implemented to support the education of students who are absent from school for an extended period. Student Absence Learning Plans should be developed collaboratively by teachers, students and a parent/guardian.

A Student Absence Learning Plan must be developed for:

- students who are planning extended absences from school, for example for a family holiday
- students suspended for more than 3 days (refer to suspension guidelines for more information)
- students subject to an expulsion appeal process (refer to expulsion guidelines for more information).

It may also be useful to develop a return to school plan for students who have been absent from school for an extended period.

Student name:	
Year level:	Date:
Reason for absence:	
Date of last day of school:	Date of return to school:
Description of the educational program:	
Activities for the student to undertake while away from school:	
Outcomes for the student to achieve:	
Resources the student may find useful:	
Agreed role of parents/carers in supporting the absence learning program:	
Contact details for the student to stay in touch: School contact person: Signature of parent/carers:	School phone number 5782 1319 Signature of classroom teacher:



APPENDIX I
WILLOWMAVIN PRIMARY SCHOOL
 Be Your Best Respect Resilience Safe
STUDENT ATTENDANCE REPORT CARD



Student Name: _____

Do You Know How Many Days of School Your Child Has Missed?

Did you know, last year your child was absent from school for ____ days?

This year, your child has been absent for ____ days. At this rate they will have been absent for ____ days by the end of the year.

ABSENCES: THEY ALL ADD UP!
Children who average over 30 days absent per school year, will have missed out on more than 210 school days by the time they have completed Grade 6. That is the equivalent of more than a whole year of schooling!
Children who average over 20 days absent per school year, will have missed over 140 school days by the time they have completed Grade 6. That is the equivalent of 3 terms of schooling being missed!
Children who average over 10 days absent per school year, will have missed over 70 school days by the time they have completed Grade 6. That's over a term and a half of school.
Children who average less than 10 days absent per school year, will have received greater learning opportunities and will be maximising their potential to achieve later in life.

We are here to help. We know that children get sick or injured and particular circumstances can occur that result in frequent or longer periods away from school. However, we also know that there can be many other challenges in getting your child to school – and many of these challenges we can help with.

If you are ever experiencing difficulties in getting your child to school, please don't hesitate to speak with your child's classroom teacher so we can support you - and ultimately support your child in ensuring they are engaged in their schooling as often as possible and achieving as high an attendance rate as possible.

You can assist us in our goal to improve student attendance, by reminding your child of the importance of their education and the impact missing a day of school has. When discussing the importance of attending school every day, with your child, you may choose to mention some of the following facts:

- There is a direct link between school attendance and achievement later in life.
- Poor attendance makes it difficult for children to form positive friendships.
- Students need to attend school regularly to make the most of educational opportunities.
- Poor patterns of attendance in the early years lead to poor patterns of attendance throughout the school years.
- When young people are in school every day, they are safer and less likely to be victims of crime, or become involved in crime.

Regards,

Staff of Willow



APPENDIX J
WILLOWMAVIN PRIMARY SCHOOL
Be Your Best Respect Resilience Safe



COMPASS POST: ATTENDANCE REPORT CARD

Good afternoon families of Willowmavin.

Over the coming days, your child will receive their Term ____ Attendance Report Card. This document indicates how many days your child has been absent this term and this year, and uses this information to predict how many days your child will have been absent for by the end of the school year.

At Willowmavin Primary School, we aim for students to have a 95% attendance rate. This means being absent for 10 days or less each year. These report cards are to keep you informed and aware of your child's attendance this year.

Please know that we understand that sometimes students can suffer illnesses or significant injuries that can greatly impact their attendance rate. Our goal is to work together with families to ensure that on every school day that students are fit and able to be at school, they are at school.

If you have any questions regarding your child's attendance, please contact your child's classroom teacher.

Regards,

Staff of Willowmavin



APPENDIX K
WILLOWMAVIN PRIMARY SCHOOL
Be Your Best Respect Resilience Safe



**ABSENT UNEXPLAINED COMPASS CHRONICLE PARENT
COMMUNICATION**

Dear Parent/Guardian,

This notification is to inform you that {studentName} was not present when the class roll was marked at {entryCreatedTime}. This is an unexplained absence. As part of our duty of care responsibilities, we must be able to account for all students. Please log in to your Compass page and complete an Attendance Note for this absence. This includes if your child was late to school and arrived after the roll was marked at {entryCreatedTime}. If we do not receive communication from you regarding {studentName}'s absence by 9:30am, the school will contact you to confirm {his/her} whereabouts.

To avoid receiving these notifications in the future, please ensure you communicate any absences for {studentFirstName} to the school as soon as you are aware they will not be at school.

If you believe {studentName} should have been present when the roll was marked at {entryCreatedTime}, please contact the school immediately on 5782 1319.

Regards,

{staffName}