

Attendance Policy

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RATIONALE

At Boulder Primary School attendance has been placed as a targeted area in the 2025- 2027 Boulder Primary School Business Plan. Our aim at Boulder Primary school is to increase attendance as it is a critical for students' outcomes. Increasing our attendance will help achieve our teaching and learning goals set in the business plan. The policy aligns with our school vision and our beliefs for successful student who are accountable for themselves.

VISION

Boulder Primary School strives to be a lighthouse for education in the Goldfields region. A school which fosters and sustains a safe and supportive environment where we inspire active, successful, and informed citizens who become lifelong learners.

TARGET

The attendance rate to be 92% by the of Semester 2, 2027.

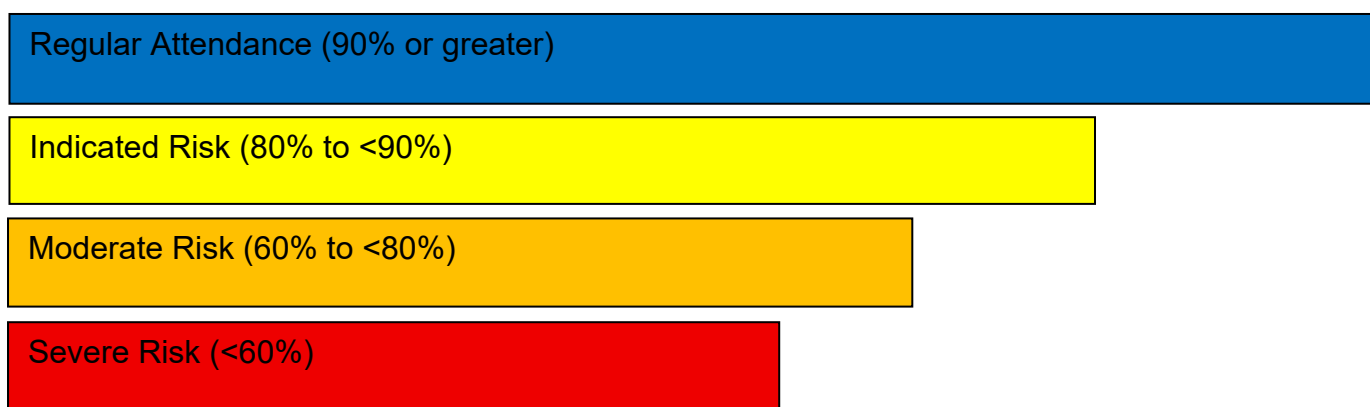
SCHOOL BELIEFS

Successful Students	<ul style="list-style-type: none">• Courageous• Respectful• Resilient	<ul style="list-style-type: none">• Confident• Positive Mindset
Teaching and Learning	<ul style="list-style-type: none">• Collaborative• Engaging• Consistent	<ul style="list-style-type: none">• Challenging• Prepared
Learning Environment	<ul style="list-style-type: none">• Safe• Supportive• Inclusive	<ul style="list-style-type: none">• Encouraging• Welcoming
Leadership	<ul style="list-style-type: none">• Approachable• Supportive• Confidential	<ul style="list-style-type: none">• Distributed• Non-judgemental
Resources	<ul style="list-style-type: none">• Prioritised• Student-centred• targeted	<ul style="list-style-type: none">• Organised• Innovative
Relationships	<ul style="list-style-type: none">• Mutual Respect• Communication• Trustworthy	<ul style="list-style-type: none">• Supportive• Honest

ROLES AND RESPONSIBILITIES

Role	Responsibilities
Attendance Leader/School Administration	<ul style="list-style-type: none"> • Maintain accurate records for all students • Follow up on unexplained absences within required timeframes. • Manage Students Whose Whereabouts Are Unknown (SWU) Procedures. • Implement intervention strategies (Attendance Plans, Parent Meetings, external referrals) • Case Management
Teachers	<ul style="list-style-type: none"> • Mark attendance twice daily (morning and afternoon) • Monitor student attendance patterns. • Communicate with parents about absences. • Refer ongoing concerns to the Attendance Leader or School Administrator • Support students in re-engaging after periods of absence.
Parents/Carers	<ul style="list-style-type: none"> • Ensure children attend school each day the school is open. • Provide notification and reason for absence within 3 school days. • Provide evidence for extended absence (e.g., medical certificate) • Work with the school to develop an Attendance Plans if required.
Students	<ul style="list-style-type: none"> • Attend school every day unless ill or formally excused. • Arrive at school and to class on time. • Engage positively with learning. • Take responsibility for catching up on missed work.

ATTENDANCE RISK AND CATEGORIES



Attendance Rate	Days Missed Per Term	Days Missed per Year	Days missed of school (P-6)	Primary School Time Missed (P-6)
90%	5	20	140	72% of 1 school year
80%	10	40	180	1.5 years
70%	15	60	420	2.2 years
60%	20	80	560	2.9 years

NOTIFYING THE SCHOOL OF ABSENCE

Parents/Carers have the responsibility to inform the school if their child is absent and the reason for this absence. Parents/Carers are asked to inform the school within 3 days of the absence by giving a reason.

ACCEPTABLE ABSENCES

Acceptable reasons for absence include illness, medical appointments, cultural or religious observances, holidays and approved family emergencies.

COMMUNICATION

Boulder Primary School we have preferred ways of communicating an absence:

- Phone the school directly on 9092 4100
- Contact the classroom teacher via Seesaw
- Speak to office staff or teacher in person prior to absence to give reason
- Compass
- Email the school on boulder.ps@education.wa.edu.au

STRATEGIES TO PROMOTE ATTENDANCE AT BOULDER PRIMARY SCHOOL

School based strategies to build positive classroom relationships and culture.

Role	Strategies
Whole School	<ul style="list-style-type: none"> • Student Behaviour Support Policy • Whole School Attendance chart and percentages in the hall. • Attendance promoting in school newsletter twice a term. • Messages for students that are marked absent (SMS). • SEL Focus
Attendance Leader/School Administration	<ul style="list-style-type: none"> • Each assembly the Junior and Senior class, with the highest attendance, win a certificate. • School officer communicate with families. • School officer sends letters home when attendance remains in the severe category without explanation • Attendance Leader and School Administration to monitor student attendance weekly for below 79%. • Creating Individual Attendance Plans for students during meetings.
Classroom Teacher	<ul style="list-style-type: none"> • TRIBES – following the Trail. • Social and Emotional Learning Pillars – Tribes, Zones of Regulation, PBS. • Positive mentions such as “Greenies”. • Positive communication home about students’ attendance/effort/behaviour. • To encourage students to attend school to reach the 92% attendance target to create an attendance display in each classroom. • Teachers will provide an attendance comment in the General Report comment if a student falls in the Indicated, Moderate or Severe Attendance Categories. • Teacher sends home “We Missed You” notes home when students have unexplained absences.

ATTENDANCE INTERVENTION FLOWCHART

