



***Derby District High School
Attendance Plan***

2023 - 2025

Committee Members

Sharlene Armstrong, Carina Churnside, Jane Edwards, Student Services Rep/s, Hilary Carruthers, Eliot Money, Carmen Kenworthy, Amy Franz, Kaitlyn Tovey, Early Years Rep, Block 1 Rep, Block 2 Rep, Year 7 – 9 Rep, 10 - 12 School Rep, Shooting Stars Rep, Clontarf Rep,

Rationale

Managing school attendance assists schools monitor student progress, helps students who may be at risk of academic and social difficulties, and provides targeted support to address these issues. Managing school attendance also helps identify potential challenges, and provide targeted interventions and support where necessary. Additionally, managing school attendance helps schools comply with legal requirements around attendance and reporting, and ensures that resources are used effectively to support student success.

Requirements

Education is compulsory for students from the beginning of the year they turn 5 years 6 months, until the end of the year in which they turn 17 and six months or until the student turns 18, whichever happens first. All public schools are obliged to comply with the following legislation, policy and procedures in relation to student attendance:

- The School Education Act 1999 (the Act) and
- The School Education Regulations 2000 (the Regulations)
- Student Attendance in Public Schools Policy and Procedures (July 2021)

Every Day Matters: 10-Point Plan to Improve Attendance sets out the actions schools will take together to strengthen student attendance” (2021). The plan is underpinned by the following principles with the needs of the student at the centre.



Target

- Increase *Regular* attendance to 25%
- Decrease *Severely at Risk* attendance to 35%
- Reduce “U” (Unexplained) code by 55%

Commitment

- Derby District High School is committed to providing quality educational programs that are engaging and relevant to all our students from Kindergarten to Year 12 both in and out of the classroom. DDHS staff will reinforce the message “Attendance equals achievement!”

Responsibilities

Students will

- Attend school regularly.
- Use appropriate behaviour and follow school rules eg phones.
- Arrive on time to school, attend all classes on time and stay in class.
- Provide a reason (note) from their parents/carers to their teachers when they have been absent from school.
- Stay on the school premises during school time unless they have the permission to leave from both the school and their parents/carers.
- Catch-up on any work that is missed due to absences if requested.
- Work cooperatively with the school to develop personal attendance improvement goals and strategies if attendance is inconsistent.

Parents/Caregivers will

- Ensure that his/her child is in school every school day unless there is a legitimate reason for the child's absence.
- Ensure that their child is on time for school each day.
- Provide an explanation for their child's absence on the first day of absence or as soon as possible eg Skool Bag, text, phone, email etc
- Notify the school in advance if an absence of any period is planned.
- Support their child's learning during prolonged absences through completion of educational activities.
- Work cooperatively with the school to develop and implement improvement strategies when attendance has been inconsistent due to reasons deemed unsatisfactory by the school.
- Work cooperatively with the school in supporting the child to return to school after prolonged absence.
- Contact the school to discuss and seek authorisation for vacation during the school term.
- Ensure that contact details for the child are correct and up to date.
- Complete section 24 enrolment process when visiting other towns/communities if staying longer than three days.

Teachers will

- Provide a welcoming environment.
- Promote and encourage attendance.
- Accurately mark the roll on SIS. Primary teachers twice a day and secondary teachers at the start of each period.
- Follow up on consistent lateness.
- Monitor student absences.
- Collect reasons for absences and lateness and enter into SIS in attendance. Notes are to include the name of the person who notified the teacher of the absence, the reason for the absence, the expected return date of the student, the teacher's initials and the date the notification was received. Share relevant information about siblings/whole families with all relevant staff.
- Keep or print any notes received for archiving at the end of the year.
- Contact the parents or conduct home visit for follow up regarding a child's absence if it remains unexplained for more than 3 days. Record contact on Integris under student activity.
- Follow attendance flow chart.
- Inform SBAO if given information that a child has relocated.
- Coordinate the collection of work for students who are unable to attend school for acceptable reasons and for whom work is requested.

AIEOs and EAs will

- Provide a welcoming environment.
- Promote and encourage student attendance in the community and assist students in attending school regularly.
- Follow up with families on students who are consistently late.
- Monitor student absences
- Collect reasons for absences and lateness and enter into SIS in attendance. Notes are to include the name of the person who notified the teacher of the absence, the reason for the absence, the expected return date of the student, the teacher's initials and the date the notification was received. Share relevant information about siblings/whole families with all relevant staff.
- Contact the parents or conduct home visit for follow up regarding a child's absence if it remains unexplained for more than 3 days. Record contact on Integris under student activity.
- Re-enforce message "*Attendance equals achievement!*"
- Follow attendance flow chart.
- Inform SBAO if given information that a child has relocated.

School Officers will

- Create a welcoming environment.
- Record late student arrivals on SIS.
- Ensure the prompt processing of student transfers by immediately contacting the student's transferring school upon the student's enrolment at their new school.
- Record absentees and any future absences. Notes are to include the name of the person who notified the teacher of the absence, the reason for the absence, the expected return date of the student, the teacher's initials and the date the notification was received. Share relevant information about siblings/whole families with all relevant staff.
- Record truanting students.
- Liaise regularly with parent/caregivers to update SIS contact details.
- if a student goes home during the day eg. Sick or picked up by a parent.
- Record each student's comings and goings – signed out to go to an appointment and sign in on return.
- Record if a student is at front office for medical reasons or any other reason.
- Check to see if the attendance has been done when students go on excursions; if not done follow up.
- Record students who have been dropped off on the RSAS bus from the bus list supplied by RSAS.
- Record attendance on the first day after putting student on the system.
- Report attendance when receiving an email on individual students and at the end of each term to Abstudy.

Administration will

- Meet with student and families of students enrolling and complete interview process.
- Undertake on-entry assessments of new and returning students.
- Assist staff to develop IEPs to engage students
- Promote student attendance through monitoring and incentives (Dojo, Star of the Week, Prize Bags, Assemblies).
- Check rolls daily and follow up on any discrepancies.
- Support staff to follow up on unexplained and prolonged absences.
- Support/monitor teachers in planning engaging curriculum, positive behaviour support, innovative ICT use and referring to Student Services.
- Create timetables.
- Ensure semester one and two census is completed accurately.
- Ensure transition days are conducted for students moving into a new phase of learning and run parent information sessions for transitioning students.

Student Services Officers will

- Provide support for the SBAO.
- Assist teachers to follow up attendance of those students identified as having unsatisfactory attendance.
- Provide class teachers with the absence summary report twice a term.
- Place regular articles in the newsletter.
- Conduct survey with parents, teacher and students.
- Monitor student absences on a weekly basis.
- Ensure that staff seek reasons for absences and enter into SIS one a weekly basis.
- Attend support group meetings with parents/carers and students when a student's attendance pattern is of concern to the school.
- Arrange a student support group meeting with parents/carers and students when a student's attendance pattern is of concern to the school.
- Develop and implement Attendance Improvement Plans to improve the student's attendance.

School Based Attendance Officers will

- Support the Student Service Officers.
- Assist teachers to follow up attendance of those students identified as unsatisfactory attendance.
- Provide RSAS with updated list of students for pickups, home visits and follow ups.
- Complete forms; including SWU, RFA, Parenting, Section 24, Exemption, NOA.
- Monitor SAR weekly.
- Monitor rolls daily.
- Contact parent/caregivers to follow up on student absences.
- Complete regular home visits/regular home visits with Regional Attendance Coordinator.
- Inform other schools if a student from their community is seen in Derby, Mowanjum or Pandanus Park.
- Assist with census audit in semester one and two.
- Contact other Kimberley SBAOs to assist in following up on student attendance and to confirm whereabouts.
- Provide class teachers with the absence summary report twice a term.
- Monitor student absences on a weekly basis.
- Consult with Regional Attendance Coordinator if student's attendance is an ongoing issue.

Academy Staff will

- Be a school re-engagement mechanism for at-risk students who do not attend school or have low attendance.
- Counsel students on a range of behavioural and lifestyle issues.
- Provide supportive relationships, a welcoming environment and a diverse range of activities to develop student self-esteem and confidence.
- Provide mentoring and positive role modelling to participants.
- Provide opportunities for participants to engage with community in a positive manner developing social change. Plan, develop and implement activities and sessions that engage participants increasing attendance and behaviour supporting positive personal development.
- Deliver planned activities within education, leadership, employment, healthy lifestyles, life skills and sport.
- Work alongside teachers by monitoring and improving student attendance.
- Utilise community relationships to liaise between students and families and improve student attendance.
- Celebrate increased attendance.
- Recognition of attendance at End of Year Award Nights.
- Conduct home visits and home pick-ups.
- Work in partnership with school, teachers and families to support increased attendance of individuals identifying barriers to overcome and working together to address and support.

Review Date

- Term 4 2023
- Term 4 2024
- Term 4 2025

Flow Chart

I am concerned about a Student's Attendance: Follow this process when a student has been absent from school without explanation for 3 consecutive days or if their attendance has fallen significantly.

Stage 1: Teacher and AIEO Actions

Establish Reason for Absence

- Check sibling's roll to establish if there is a reason given for their absence eg, funeral, family situation
- Contact parent –
 - ✓ Phone call or text message
 - ✓ Email
 - ✓ Home visit

Was the absence explained or improved?

Family could be contacted and attendance improved.

- Change "U" code on SIS to appropriate code.
- Add information provided eg. reason and expected return date. Put your initials at the end of the notes.
- Inform siblings teacher if reason applies to whole family.
- Monitor attendance. If student does not attend the next day or by intended day of return, follow up once more and then refer to SBAO team.

Family could not be contacted. Student has not

- Refer to SBAO team using referral Form A.

Stage 2: SBAO Actions

Referral Received from Teacher and AIEO

- Contact parent –
 - ✓ Phone call or text message
 - ✓ Email
 - ✓ Home visit
- Consult with other AIEOs, Academy Staff, Student Services Officers and RSAS.

Family could be contacted

- Encourage parent to inform the school of child's absence eg Skoolbag app, phone call
- Change "U" code on SIS to appropriate code. Add information provided eg. reason and expected return date.
- Inform teachers of siblings if reason applies to whole family.
- Monitor attendance. If student does not attend the next day or by intended day of return follow up once more and then refer to Student Services.

Family could not be contacted or located

- Refer to Student Services team using referral Form B.
- SWU form to be completed after student has been absent for 15 consecutive days.

Stage 3: Student Services Team Actions (SSO and Relevant Deputy Principal)

Referral Received from SBAO

Develop Attendance Plan

- Discuss student attendance with teacher, AIEO, Student Services Officers and SBAO.
- Establish support team.
- Develop an improvement attendance plan for up to 5 weeks.

Meetings

- Home visit by relevant Deputy Principal and SBAO to discuss attendance plan with family.

Monitor

- Monitor/review student attendance.
- Begin sending letters.
- Refer to other agencies for support if no improvement shown.
- Consult with KERO for support for attendance panel.

Attendance Codes

Group	Code	Explanation
Student attendance on or off the school site.	/	Present – student is on school grounds.
	E	Education Activity – eg. excursion, carnival, camp,
	M	Medical or Sick Bay – student is still at school.
	W	Withdrawn – child is still at school and has been withdrawn from class.
Student late to school	L	Late
Student with authorised absence	R	Reasonable Cause
	C	Cultural Absence
	N	Notified as Sick
	V	Vacation
	Z	Suspended
Student with unauthorised absence	U	Unexplained absence – cause not yet established
	K	Unauthorised Vacation
	X	Unacceptable Reason
	T	Truant
Student not required to attend	Y	School Closure
	Q	Study Leave – Years 11 & 12

Promoting Attendance

- End of term attendance reward for students with regular attendance.
- Vouchers raffle (eg pool voucher) fortnightly for 100% attenders.
- “Goldies” presented to students with 100% attendance. Students with 100% in weekly raffle - Years 1 – 6.
- Dojo points for attendance.
- Academy Attendance Rewards.
- Basketball or similar presented to each student on the last school day of the year with 100 % attendance.
- Good standing required for camps.
- Regular contact with RSAS.
- Focus on attendance in Monday Memos
- Post on Facebook school events/activities/classes achievements/celebrations
- Meet and Greet/Open Nights to meet with families
- SALT committee to discuss at meetings how promote attendance messages to families

Preventing Non-Attendance

- Modify timetable for students who are finding it difficult to adjust to returning to a whole day of school.
- VET/Workplace learning and DEPP programme.
- ENAC FISP.
- Family contact including home visits, emails, phone calls, texts.
- Provide engaging lessons.
- On Country excursions
- Building positive relationships with students and their families.
- Reward system and incentives.
- Provide a welcoming environment from the moment students and families walk through the school gates.
- Being well planned for students who are returning after extended absences.
- Take school out to communities.
- Invite families into the school eg after assemblies, excursions, incursions.
- Invite families of reluctant attenders into classrooms to sit with students.
- Letters to go home to parents to celebrate attendance eg great attendance or improved attendance
- Visits by school admin to families with students who have improved attendance.
- Identify families where school/RSAS can assist with late pick ups
- KindiLink program at School Community House and Mowanjum
- Transition days are conducted for students moving into a new phase of learning and run parent information sessions for transitioning students
- Encourage families to complete section 24 for studnets who are temporarily attending another school or training program.
- Ensure NOA, exemptions SWUs are completed and actioned.

Responding to Low Attendance

- Follow attendance flow chart.
- Build positive relationships with students and families.
- Send attendance letters home to parents.
- Family contact including through home visits, emails, phone calls, texts.
- Ensure students know what options they have outside of school. eg TAFE, employment, apprenticeship.
- Complete SWU on students whose whereabouts are unknown.
- Refer to other agencies for assistance including RSAS and complete CAR and YPAR referrals.
- Enlist support of Academies (Shooting Stars and Clontarf) for students enrolled in their program.
- Attendance follow up to be built into AIEO timetable
- Teachers and AIEOs to complete home visits with the support of SBAOs where required.
- Class and Form teachers to be given a list of unexplained absences every fortnight.
- Attendance plans to be completed for students referred to Student Services

Appendices

Form A

Form B

Tick box Absentee Note

Sample Letter 1

Sample Letter 2

Sample Letter 3

Sample Letter 4

Sample Letter 5



Derby District High School

Attendance Officer Referral Form

Form A

Teacher/AIEO	
Student Name:	Teacher:
Parent/Caregiver:	Year:
Address:	Room:
Days Absent:	Date of Referral:
Teacher/AIEO: Last home visit notes (Attendance only):	
School Based Attendance Officer (SBAO)	
Date of Visit:	
Comments:	
Follow Up Visits:	
Feedback Provided to Teacher:	

Request for Student Services Support

Individual Student

Form B

This form may be completed in consultation with your line manager/Student Services or SAER Deputy Principal. Please confirm you have:

	Followed the Accessing Student Support Flowchart
	Liaised with the student's previous teacher/handover documents (where possible)
	Read the student's IEP/GEP/IBSP/RMP from the previous year
	Implemented documented strategies that have been successful in the past
	Read through the students SAER file
	Had a recent meeting with the student's parent(s)/caregiver(s)
	Developed and implemented the required documents (IEP/GEP/IBSP)
	Asked for support/suggestions from other staff who may have expertise in a particular area

If you are able to check the above boxes, and you and your Student Services/Deputy Principal determine that more support is required, complete the form below and forward the referral to Student Services for consideration and discussion.

Date of referral			
Teacher(s):			
Completed by:			
Referral Only: <input type="checkbox"/>	Brief Feedback <input type="checkbox"/>	Participation in ongoing case management <input type="checkbox"/>	

Student Name:				DOB		Year		Gender	M	F	X
A/TSL	<input type="checkbox"/> Yes <input type="checkbox"/> No	CPFS	<input type="checkbox"/> Yes <input type="checkbox"/> No	EAL/D	<input type="checkbox"/> Yes <input type="checkbox"/> No	Diagnosed Difficulty/Disability	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Attendance YTD	%	New to school	<input type="checkbox"/> Yes <input type="checkbox"/> No	Current IEP/GEP	<input type="checkbox"/> Yes <input type="checkbox"/> No	Current IBSP	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Health	Vision	Date Checked:		Hearing	Date Checked:						
		Within normal limits <input type="checkbox"/> Yes <input type="checkbox"/> No				Within normal limits <input type="checkbox"/> Yes <input type="checkbox"/> No					
Other Agencies Currently Involved (if known)						School Staff Involved					
Speech Pathologist											
Occupational Therapist											
Child and Adolescent Mental Health Service (CAMHS)											
KKimberley Mental Health and Drug Service (KMHDS)											
Derby Aboriginal Health Service (DAHS)											
SSEN – Disability											
SSEN Behaviour											
Department of Children Protection and Family Support											
School/Clinical Psychologist											
Other -											

Have parent(s)/caregiver(s) been contacted	<input type="checkbox"/> Yes <input type="checkbox"/> No
Outcome of parent contact relevant to this referral:	

Area of concern/need				
Behaviour <input type="checkbox"/>	Learning <input type="checkbox"/>	Mental Health & Wellbeing <input type="checkbox"/>	Attendance <input type="checkbox"/>	Other <input type="checkbox"/> (specify below)
Priority Scale		Urgent <input type="checkbox"/>	High Priority <input type="checkbox"/>	Routine <input type="checkbox"/>

Describe the issue as specifically as you can, including specific observable behaviours that have led to this referral.

What strategies (if any) have you already used to address these behaviours?

Describe at least three positive strengths the student displays:

-
-
-

What assistance do you need from the student services team

IEP/GEP/IBSP/RMP Development <input type="checkbox"/>	Differentiation Strategies <input type="checkbox"/>	Managing Student Behaviour <input type="checkbox"/>
Diagnostic Assessment Tasks <input type="checkbox"/>	Intervention Programs <input type="checkbox"/>	School Psych Involvement <input type="checkbox"/>
Involvement OT/SP/SW (circle one) <input type="checkbox"/>	Classroom management strategies <input type="checkbox"/>	Liaising with Parents <input type="checkbox"/>
EA Management <input type="checkbox"/>	Observation/Data Collection <input type="checkbox"/>	Referrals to outside agencies <input type="checkbox"/>
Attendance Strategies <input type="checkbox"/>	Other (please specify):	

Checklist of documents attached to support this referral

<input type="checkbox"/>	Current or most recent IEP, GEP and/or IBSP with up-to-date summary/notes of progress
<input type="checkbox"/>	Records – anecdotal notes, checklists, testing/screening results, relevant work samples etc.
<input type="checkbox"/>	Reports from Government and/or Outside Agencies, Medical updates etc. <i>(Make a not if on SAER file)</i>
<input type="checkbox"/>	Record of meeting/Case conferences from recent parent meetings

Student Services Only

Date Received: _____

Agreed Student Services Actions:

Signatories

Teacher Name: _____

Teacher Signature: _____

SS/DP Name _____

SS/DP Signature _____



Derby District High School Absentee Note

We want our students to be Stronger and Smarter at School. To do this, children must come to school **EVERY** day. Please let us know why your child was away.

Name: _____

Date/s: _____ to _____

Sick or in hospital



Tired or slept in



Missed the bus



No food



No clothes



Funeral or cultural reasons



Visiting another community



(Where?) _____

Other Reason



(What?) _____

Parent/Caregiver Signature: _____



Derby District High School Absentee Note

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Name: _____

Date/s: _____ to _____

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• Missed the bus



• No food



• No clothes



• Funeral or cultural reasons



• Visiting another community



(Where?) _____

• Other Reason



(What?) _____

Parent/Caregiver Signature: _____



Derby District High School

10 Anderson Street

PMB 958 ~ Derby WA 6728

<ParSalutation1>
<ParAdd1>
<ParAdd1Town>
<ParAdd1Postcode> <ParAdd1CountyState>

RE: ATTENDANCE CONCERNS FOR <FirstName> <LegalSurname>

Dear <ParFirstName1>

We are concerned that <FirstName> has been missing a lot of school. As of the **insert date**, <FirstName>'s attendance percentage for the school year is **insert percentage**%.

We know that there are many reasons why students miss school and that most of these can be fixed. We would like to work with you to see how we can assist in improving <FirstName>'s attendance. Support can also include using the RSAS (Remote School Attendance Strategy) team based at Winun Ngari.

We would like <FirstName> to return to school next week.

If we can be of any assistance to you, please make an appointment to meet with the school attendance team or contact:

- Carina Churnside, School Based Attendance Officer - 9193 3027
- Jane Edwards, School Based Attendance Officer - 9193 3035
- Sharlene Armstrong, Aboriginal Education Program Coordinator - 9193 3001
- Hilary Carruthers, Associate Principal - 9193 3008

Yours sincerely,

Eliot Money
Principal
Derby District High School

Monday, September 11, 2023

You are here

First written notification of identified attendance concerns.	Second written notification of identified attendance concerns.	Joint agency response to attendance.	Consultation with Kimberley Education Regional Office.	Formal Meeting. Legal action including a court order or financial penalties can apply.
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Derby District High School

10 Anderson Street

PMB 958 ~ Derby WA 6728

<ParSalutation1>
<ParAdd1>
<ParAdd1Town>
<ParAdd1Postcode> <ParAdd1CountyState>

RE: ATTENDANCE CONCERNS FOR <FirstName> <LegalSurname>

Dear <ParFirstName1>

This letter is a further attempt to gain your assistance in engaging <FirstName> in full time attendance at school. Their current attendance percentage for this term is **insert percentage %**.

The **School Education Act 1999** requires a student of compulsory school age, from the beginning of the year in which the child reaches the age of 6 years and 6 months, and until the end of the year in which the child reaches 17 years, to be enrolled in and to regularly attend a registered school or an approved educational programme.

The parents/caregiver must:

- Ensure that a child in their care regularly attends an authorised school or educational programme or complies with an arrangement 'alternative to attendance'.
- Notify the school as to why the student is absent from school and within three school days from which the non-attendance commenced.
- Provide a medical certificate if the child is sick, if asked by the school.

Please ensure that <FirstName> returns to school by **insert date**.

If the school can be of any assistance to you in meeting these requirements, please contact

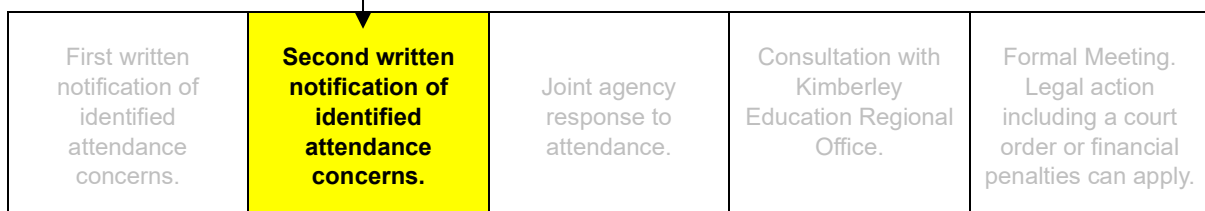
- Chris Street, Deputy Principal - 9193 3039
- Amy Franz, Deputy Principal - 9193 3010
- Andrew Street, Deputy Principal - 9193 3038
- Kaitlyn Tovey, Deputy Principal - 9193 3048
- Nuno Oliveira, Deputy Principal - 9193 3037
- Mohamed Youssef, Deputy Principal - 9193 3050

Yours sincerely,

Eliot Money
Principal
Derby District High School

Monday, September 11, 2023

You are here





Derby District High School

10 Anderson Street

PMB 958 ~ Derby WA 6728

<ParSalutation1>
<ParAdd1>
<ParAdd1Town>
<ParAdd1Postcode> <ParAdd1CountyState>

RE: ATTENDANCE CONCERNS FOR <FirstName> <LegalSurname>

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Please ensure that <FirstName> returns to school by **insert date**.

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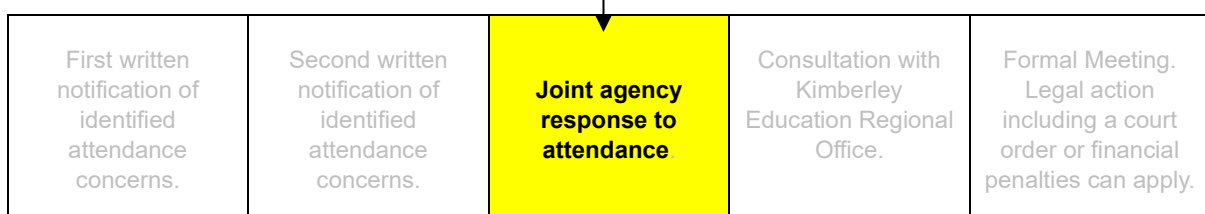
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- Mohamed Youssef, Deputy Principal - 9193 3050

Yours sincerely,

Eliot Money
Principal
Derby District High School

Monday, September 11, 2023

You are here





Derby District High School

10 Anderson Street

PMB 958 ~ Derby WA 6728

<ParSalutation1>
<ParAdd1>
<ParAdd1Town>
<ParAdd1Postcode> <ParAdd1CountyState>

Dear <ParFirstName1>

RE: SEVERE ATTENDANCE CONCERNS FOR <FirstName> <LegalSurname>

The *School Education Act 1999* requires parents to ensure that children of compulsory school age attend school on each day that the school is open for instruction. If children are absent from school, a parent or responsible person must provide the school with an acceptable explanation within three days of the absence. Attendance requirements do not apply for students undertaking home education.

I have previously advised you that <FirstName> attendance is a matter of concern. We have tried to work with you and implemented a range of strategies to encourage regular attendance at school without success.

Strategies attempted include the following:

- **[insert a list of strategies offered or attempted here]**

I have recently reviewed <FirstName> pattern of attendance and it is clear that absences without a good reason being provided are still at an unacceptable level. A summary of absences is attached for your reference.

It is very important that we work together to resolve this issue and I intend to consult with the Engagement and Attendance Team at the Kimberley Education Regional Office to provide additional assistance and advice.

I will ask the officer to assist me to review the case and provide advice to the school. As part of this process, the officer may contact you directly and arrange a meeting to discuss <FirstName> attendance or attend a planning meeting so we can develop further strategies together.

If <FirstName> attendance does not improve through these strategies, I may ask you to attend a Formal Meeting to discuss the situation and will advise you in writing if this will happen.

It is important that we work together to resolve the issue.

Yours sincerely

Eliot Money
Principal
Derby District High School

Monday, September 11, 2023

Att. SIS Lesson Attendance Reports
CC: Kimberley Education Regional Office

You are here

First written notification of identified attendance concerns.	Second written notification of identified attendance concerns.	Joint agency response to attendance.	Consultation with Kimberley Education Regional Office.	Formal Meeting. Legal action including a court order or financial penalties can apply.
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Derby District High School

10 Anderson Street

PMB 958 ~ Derby WA 6728

<ParSalutation1>

<ParAdd1>

<ParAdd1Town>

<ParAdd1Postcode> <ParAdd1CountyState>

Dear <ParFirstName1>

RE: NOTIFICATION OF FORMAL MEETING REQUIRED FOR <FirstName> <LegalSurname>

The *School Education Act 1999* requires parents to ensure their children of compulsory school age attend school on each day that the school is open for instruction unless there is good reason for them not to attend. If students are absent, a parent or responsible person is required to provide the school with an acceptable explanation within three days of the absence.

Parents who fail to ensure that their children attend school regularly or who fail to provide satisfactory explanations for absences may be committing a serious offence. The maximum penalty is \$1 000 for each offence.

I have previously advised you that <FirstName>attendance is a matter of great concern. I have also consulted with [Name of school officer and title], Kimberley Education Regional Office to provide additional advice and support and develop alternative strategies with us to improve the situation.

I am very concerned that <FirstName>attendance is still at an unacceptable level and that we need to work together to resolve this issue.

I am now asking you to attend a FORMAL MEETING to discuss this matter.

At this meeting it will be important for you to talk about any problems that might be preventing <FirstName> attendance. Another plan will be developed with you and <FirstName> to improve the attendance and it will be expected you take all reasonable steps to ensure your child attends school.

Eliot Money, School Principal will be contacting you shortly to arrange the formal meeting.

Alternatively you may wish to make contact [Name of school officer and title] on [Contact details] It is very important that you attend the formal meeting and work closely with the school to avoid the matter being referred to the Department's solicitors for legal action.

Yours sincerely

Eliot Money
Principal
Derby District High School

Monday, September 11, 2023

You are here

First written notification of identified attendance concerns.	Second written notification of identified attendance concerns.	Joint agency response to attendance.	Consultation with Kimberley Education Regional Office.	Formal Meeting. Legal action including a court order or financial penalties can apply.
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