

Hilton Primary School Attendance Policy

“Every child's learning is nurtured everyday”

Updated June 2026

At Hilton Primary School we believe Everyday Matters. To access the full curriculum, and give your child the best chance of success, Hilton Primary School aims to support and encourage children to set an attendance goal that is as close to 100% as possible. Every day that a student does not attend school can have a negative impact on their learning.

The Department of Education monitors student attendance and works with other agencies and service providers to maximise student engagement with learning. It does this in a way that builds shared responsibility for student attendance between schools, students, parents and the broader community.

Attendance Expectations

Consistent attendance and participation at school are essential factors in achieving social and academic learning outcomes. Student attendance is considered to be ‘at risk’ if less than 90%. The Department of Education regulations requires an explanation from a parent/guardian if a student is absent. It is the parent/guardian’s responsibility to inform the school when a child is absent. All absences recorded are retained and must coincide with absences marked on the class roll. Classroom teachers will follow up unexplained absences. However, any continual unexplained absences will be referred to the Leadership Team.

Attendance Rate	Days Missed per Term	Days Missed per Year	Days Missed of 7 Years 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

In other words, if your child misses:

- Five days each term, they miss out on about three terms of primary school
- One day a week, they miss 1 and a half years of primary school
- 1.5 days a week, they miss just over 2 years of primary school
- Three days a week, they miss just over 4 years of school

Notifying the School of your Child's Absence

Parents 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 on the first day of any absence by giving a reason for the absence and a likely date of return. At Hilton Primary School we have preferred ways of communicating an absence:

1. Contact the classroom teacher
2. Send an email to: Hilton.PS@education.wa.edu.au
3. Phone the school directly on 08 6458 7900
4. Update via the School app "Compass"

It is assumed that students who are away from school due to illness are too sick to complete schoolwork.

Family Holidays During the School Term

We discourage parents from taking children out of school during term time for family holidays. If you wish to take your child out of school for a holiday during term time (for 3 or more days), you must first consult with the Principal in writing to gain permission.

School work for this time will not be provided but we strongly promote keeping a journal, maintaining regular reading of books and practicing of basic number facts, addition, subtraction, multiplication, etc and practice with currency.

Please remember that every day away from learning programs can impact on your child's achievement and progress.

Attendance Responsibilities and Procedures

Teacher

- Enter attendance records on compass at 9am and 12pm each day.
- Follow up unexplained absences via phone call or email to parents as required for attendance concerns (missed 3 days without notification). Edit into Compass.
- Record calls in COMPASS as a Chronicle category Attendance.
- Ensure and paper records are sent to the office for archiving.
- Ensure students who are late have collected a pass from the office.
- Ensure all students who are being collected by parents/carers have an early pass before releasing students from the office.

School Officer

- Ensure compass is set up correctly.
- Record absentee reasons when parents contact the office.
- Each week organise unexplained absence notes to be placed in pigeonhole and sent out via Class Teacher.
- Enter data from returned attendance notes from Compass.
- Provide late passes and leave passes for students being collected.
- Archive all absentee notes and records each year.

Deputy

- Weekly review of all absences is run by the Admin Attendance Coordinator for follow up. This is through SAR for categories and COMPASS for notes.
- Students in the Indicated category (80% to <90%) will be noted and sent a “When is it OK to miss School” letter if the reasons are unacceptable.
- Students in the Moderate Category (60% to <80%) will be sent an “The Importance of Regular attendance” letter.
- Students in the Severe category (<60%) will be managed as Referrals and Intensive Case Management.
- All records of weekly review actions to be recorded in COMPASS as a Chronicle category Attendance and SAR for tracking as required.

Principal

- Overseeing all attendance procedures.
- Approving, or not, any vacation absences requests from parents. Send “The impact of holidays during school time” letter if appropriate.
- Requesting a medical certificate for prolonged absences due to sickness or injury.

Management of Non-Attendance

1. Concern identified by teacher or Admin Attendance Coordinator.
2. Attempt to organise a meeting/case conference to identify issues.
3. If required develop a plan.
4. Implement plan and monitor attendance.
5. Teacher and Admin to review every 5 weeks and adjust as required.

All paperwork to be filed into the students file. All contact to be recorded on COMPASS