Hollywood
PRIMARY SCHOOL
EXCEL WITH HONOUR • 1935

Attendance Guidelines

References

Department of Education, Student Attendance in Public Schools Policy (latest update 4 October 2023)
Department of Education, Student Attendance in Public Schools Procedures (latest update 4 October 2023)
Department of Education, Our plan for public education in Western Australia (2026)

Rational

Hollywood Primary School is committed to providing a safe, supportive learning environment where all students thrive in their educational and social/emotional development. Early identification and intervention of poor attendance is known to improve student learning outcomes. At Hollywood Primary School there is an expectation that once enrolled, students will attend regularly to ensure positive attendance patterns are fostered.
Students maintain strong attendance throughout the primary and secondary years.

Aim

For students, staff and parents/carers to have a shared understanding of the importance of attending school regularly. These Attendance Guidelines will establish clear expectations that all children attend school in line with Department of Education requirements. They will help identify when student attendance may be at risk and provide clear strategies to be implemented with the aim of restoring student attendance. The school will use collaborative approaches to lift student attendance.

Targets

- The percentage of students who attend regularly 90% to exceed WA Public School regular attendance. (HPS Business Plan 2024 – 2027)
- Decrease the number of unauthorised vacation absences.

Monitoring

The school will utilise the following to monitor student attendance:

- School Attendance Reporting (SAR) through the DOE portal.
- At the completion of each term: Attendance Summary Report and Longitudinal Attendance Report
- Compass (Attendance Letters)

Responsibilities

Parents/Carers have the responsibility to:

- Ensure your child/ren attend school between 8.45am and 2.55pm to maximise attendance unless there is a valid reason for being away.
- Direct students to enter school via the front office if they arrive late (after 8:45am) to be marked present and to collect a late note to take to class teacher.
- Notify the school office or classroom teacher with a verbal or written explanation of child/ren's absences immediately preceding or just after absence. This can be done via the Compass App.
- Provide a Medical Certificate to confirm your child's illness after three or more days of being absent.

- Notify school Principal via email of any intended vacation leave during a school term, in addition to entering the absence into the Compass App.
- Complete and return unexplained absentee letters that may be sent home at the end of term.

Teachers have the responsibility to:

- Maintain accurate records of attendance on Integris before 9:30am each day. Teachers are to mark students present or not present.
- Forward any parent emails regarding student absences to hollywood.ps@education.wa.edu.au, so that office staff can update attendance codes, as per Appendix 1.
- Report any student absences of concern to Administration.
- Contact the parent/guardian if a student is absent for more than three days without a reason and notify Administration with any reasons provided.
- Follow up all unexplained absences.
- Retain all written explanations from parents and guardians for archiving at the end of the school year.

Administration has the responsibility to:

- Implement and maintain the Hollywood Primary School Attendance Guidelines.
- Manage late arrivals through the front office.
- Maintain accurate attendance records, utilising attendance codes on Appendix 1.
- Ensure procedures are in place when following up non-attendance.
- Monitor 9:30am automated text message sent daily to parents/carers notifying of unexplained student absence for that day.
- Issue a Student Early Leaver pass for all students who are leaving school grounds.
- Generate Unexplained Absence letters at the end of each term on Compass.
- Monitor and analyse attendance data of all students with a focus on those who are “At Risk” (<90%).
- Issue appropriate Department of Education Attendance letters for low attendance (<80%), arranging case conferences and individual attendance plans when necessary.

Review

These guidelines may be reviewed as needed.

Review Date: January 2028

Reviewed at school board meeting Term 4 27 October, 2026.
Staff reviewed Term 4.
Updated - school website Term 4 2026

APPENDIX 1 – Lesson Attendance Codes Compass

(Administration staff enter codes through compass)

CODE	DESCRIPTION	TYPE	STATUS	NOTES
/	Present	Present	Resolved	The student is recorded as being present at school.
E	Educational Activity	Present	Resolved	The student is not absent from school but is involved in an approved educational program away from the school such as an excursion or sports event.
W	Withdrawn	Present	Resolved	The student is recorded as NOT absent from school. The student is withdrawn from classroom activities but is still present at school.
L	Late	Late	Resolved	The student is late, but the degree of lateness is insufficient to have been recorded as a period or session absence.
R	Reasonable Cause	Authorised Absence	Resolved	The student is recorded as being absent from school. An acceptable reason for the student's absence has been provided by a parent/caregiver.
Z	Suspended	Authorised Absence	Resolved	The student is recorded as absent from school.
C	Cultural Absence	Authorised Absence	Resolved	The student is recorded as absent from school. The Principal has authorised the absence because of cultural or religious significance to the family.
N	Notified as sick	Authorised Absence	Resolved	The student is recorded as absent from school. The absence has been confirmed as being due to ill health by the student's parent and caregiver. Students who are sent home throughout the school day for being sick are also coded N when signed out of administration.
K	Unapproved Vacation	Unauthorised Absence	Resolved	The student is recorded as being absent. The Principal has not authorised this absence.
X	Unacceptable Reason	Unauthorised Absence	Resolved	Reason has been given for the absence however; it is unacceptable and may require follow up.
U	Absence – cause not yet established	Unauthorised Absence	Unresolved	The student is recorded as absent from school. Sometimes called an unexplained absence. No reason has yet been established for the absence.
T	Truant	Unauthorised Absence	Resolved	The student is recorded as absent from school. Investigation has revealed that the student has truanted.
Y	Enforced Closure	Not required to attend	Resolved	The student is not required to attend school on the selected day. A school can be closed for AM, PM or the whole school day for a selected date. The Y code can be applied to the whole school or a selected group of students. Schools use this code for critical events.