



Attendance Policy and Processes for Families

Last updated: 1 December 2025

Attendance at Joseph Banks Secondary College

At Joseph Banks Secondary College regular attendance is an important contributor to a student's academic achievement when students attend every lesson, every day.

We believe that all staff, students, families and the community play an important role in developing shared understandings and expectations regarding school attendance.

Maintaining high expectations for student attendance requires the support of families and staff at the College.

Our Attendance Policy for Families aligns with the [Department of Education's Attendance Policy](#) and aims to develop the following approaches that support regular student attendance.

This includes:

- Building positive relationships with students and their families.
- Encouraging attendance by ensuring that the college environment engages and supports students to thrive.
- A range of proactive approaches that focus on building positive relationships with students, parents and the community as well as resilience, and the promotion of protective factors.
- Prevention approaches that are designed to prevent poor attendance for those students most at risk, by investigating the causes and intervening with the aim of restoring student attendance which involves culturally appropriate approaches.
- Approaches that provide support or interventions for those students who are not attending.

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 school, students, parents and the wider community.

We encourage all families to support their child to attend every lesson, every day.

College Aims for Student Attendance

- Maximise learning opportunities by ensuring student attendance is above 90% for all students.
- Establish agreed processes for managing low or at-risk attendance within the college.
- Students are recognised for maintaining regular attendance (90%+).
- Students regular attendance contributes to maintaining Good Standing and enables participation in Reward Excursions and other opportunities.
- All staff encourage every student to attend every lesson, every day.

Joseph Banks Secondary College will:

- Monitor student attendance.
- Communicate and implement strategies to improve a student's attendance in consultation with, and support from, parents and families.
- Notify parents of ongoing attendance concerns and truancy breaches students who miss classes.

Families Communicating Student Absence to the College

Where possible, families are encouraged to communicate their child's absence in advance.

A student may be absent from the college due to:

- temporary ill health or, "any other reasonable cause" such as family commitments (bereavement/religious holiday).

Absences should be explained within three days of the start of the absence.

When communicating with the College, please include the student's name, year and the actual dates of absence.

Please see further information below regarding how families can communicate an absence with the college.

Student absence may be communicated to the school by the following methods:

1. **Download the Compass App** (Instructions are provided at the end of this Policy). Families enter a reason for student absence in advance of the day/time of absence.

OR

2. **Email:** josephbanks.sc@education.wa.edu.au. In the email, families are required to provide the students name, year and the reason for absence.

OR

3. **Phone: 9303 7400** (Select Middle School for Years 7-9 or Senior School for Years 10-12)

OR

4. When Compass sends the **automated daily absence SMS** at 11 am, families are encouraged to click on the link to access Compass and provide a reason for their child's absence. **Please note that information on how to complete this is on the last page of this policy.**

OR

5. **Respond via email** to the weekly attendance report which is sent to families which outlines whole day absences.

How does the college communicate student absence to families?

1. Daily SMS Alert if students are late before 9.45 am

An SMS alert will automatically be sent to the parent's mobile phone advising them if their child has signed in late to the College before 9.45am.

Families are required to click on the link in the SMS to provide a reason for their child's late attendance at the college.

The SMS will state: {student name} has been marked late as of {time signed into the college}. Please advise a reason via: {link to compass login}

2. Daily SMS Alert if students are absent during Period 1 and 2

An SMS alert will automatically be sent to the parent's mobile phone advising them if their child has been marked absent in either Period One or Two at 11am.

Families are required to click on the link in the SMS to provide a reason for their child's absence from the college.

{student name} is marked absent as of {11 am} Please add attendance note here: {link to compass login} or call: 9303 7400

If families believe that their child is at school, and they have received a notification in error, they are encouraged to please call the College on 9303 7400 so that the college can confirm their child's attendance.

Full Day Absence

If families have not confirmed a reason for their child's absence, full day student absences will be communicated to families via email at the end of each week.

Families are required to respond to this communication via Compass, email or phone to provide a reason for the whole day absence(s).

Appointments, Illness & Injury

A Leave Pass is required by students who are required to leave the college during the school day. Parents can organise a pass in advance by:

- emailing josephbanks.sc@education.wa.edu.au.
- phone 9303 7400
- the student attending the relevant Middle or Senior School office with details of the appointment or a copy of the appointment card

To ensure that students are ready to be collected for the external appointment, please note that the college will require a minimum of 30 minutes notice.

Students, under 16 years of age must be collected and signed out by a family member.

To ensure their safety they are not permitted to walk home or catch a bus unaccompanied.

When returning to the college from an external appointment students are required to sign in at the relevant Middle or Senior School Office.

As outlined in the Senior School Assessment Policy, Year 11 and 12 students who miss scheduled assessments are required to bring in a medical certificate.

We encourage families, where possible to organise non urgent appointments after school.

First Aid

Students who become ill or are injured while at school should report to the First Aid Office in the Senior School Office.

The child will be assessed and, where necessary, parents phoned and arrangements made for the child to be picked up from school.

Students should not independently make arrangements to be collected as it is important that an ill or injured student is supervised until they are collected by an adult.

Students arriving late to the College

Students arriving late to school, must sign in at the relevant Middle or Senior School office via the Compass Kiosk.

The Kiosk will automatically sign students into school and list the specific time that they have entered college grounds. Students will also be provided with a paper ticket which states their name in addition to the time they arrived to the college.

After signing in, students are required to go directly to their class and hand the kiosk slip to their classroom teacher who will update their attendance.

Truancing Class

Please note that when a student has been marked present at school but has been marked as absent for a specific class, **the classroom teacher will make contact with families to follow up and determine suitable next steps.**

This will also involve a discussion between the classroom teacher and the student to determine why they were not in class.


A student who is absent from class without permission is said to be 'truancing'. Students who truant may be required to make up for the missed class with payback during which time the student will make up for missed learning.

Period Times at Joseph Banks Secondary College

Please note the following Period Times. Students enrolled in High Performance Programs or Senior School Students enrolled in Practical Classes (e.g. Woodwork, Metalwork, Hospitality or Outdoor Education) may have either a Period Zero or Six.

Students are required to attend these classes as part of their College timetable.

If students do not attend their Period 0 or Period 6 classes, they are at risk of losing their Good Standing.

 Period Times
Period 0 - 8:00 - 8:50
Start - 8:50
Period 1 - 8:50 - 9:54
Period 2 - 9:54 - 10:58
Recess - 10:58 - 11:20
Period 3 - 11:20 - 12:24
Period 4 - 12:24 - 1:28
Lunch - 1:28 - 1:56
Period 5 - 1:56 - 3:00
Finish - 3:00
Period 6 - 3:00 - 4:00

Holiday or other Unplanned Leave

As stated in the School Education Act 1999, it is expected all students attend school for each day that it is open, unless unwell and/or physically incapable of attending. The Act also states parents are required to obtain permission from the Principal for their children/child to have a leave of absence from school for an extended holiday or any other reason other than health related.

Families are highly discouraged from taking a pre-planned vacation or other leave during the school term. Taking an extended break from school during the school term can have a significant impact on student learning.

To support the pre-planning of family holidays, please click on the following link to access the [term dates and breaks](#). If you are planning to take your child out of school during term time, please update your child's attendance on Compass by selecting the most relevant code and insert a relevant comment. Alternatively, contact the relevant Middle or Senior School Office by calling 9303 7400.

Families are encouraged to inform the college at least one month before the period of leave.

Please note that family vacations during term time is not a suitable reason for the non-submission of Senior School Assessments or absence from an Examination.

Procedures for students who do not meet the minimum attendance requirements at the college

At the college, we regularly track each student's attendance. The tracking of student attendance is a whole school approach where the Leading Teacher, 2iC, Classroom Teachers, Contact Teachers and the Attendance Officer all work together. Our focus centres around early intervention which ensures students with inconsistent attendance are identified early and interventions put in place to improve their attendance.

The interventions for improving attendance includes:

- The Leading Teacher/2iC or Contact Teacher will meet with the child to discuss possible issues regarding attendance.
- Telephone contact with parents or email communication which outlines attendance concerns and provides an overview of the student's attendance percentage.
- An initial case meeting (and review date) is scheduled at the earliest opportunity to create an Individual Attendance Plan which will identify issues concerning the student's absence, discuss suitable strategies and set a target for improvement.
- Home visits from the Leading Teacher and/or Associate Principal.
- Additional support and mentoring from an identified staff member or from a member of the Wellbeing Warrior Team.
- Liaise with the Department of Education.

The Attendance Pyramid which is located at the end of this document outlines the tiered supports which are utilised to support students to maintain their attendance at the college.

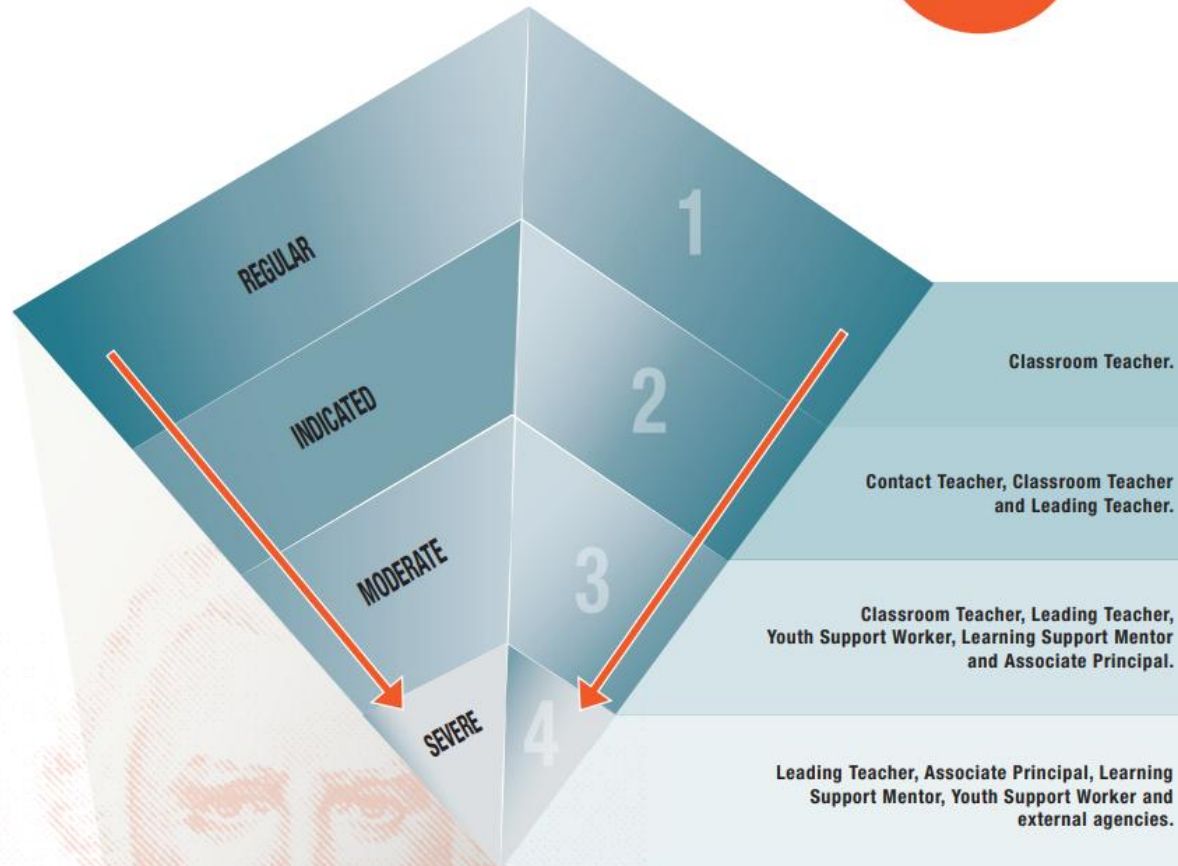
Attendance Improvement Planning

In cases of ongoing student absence, the Leading Teacher and Associate Principal will work in partnership with families and students to develop and implement an Attendance Improvement Plan which will consist of:

- A consultation phase;
- A formal meeting phase if attendance is not successfully restored through actions taken as a result of consultation; and
- A process to monitor and review engagement with any plan or agreement developed in the formal meeting.

Attendance Pyramid

What is your number?



Tier 1 (90%+) Regular Attendance

- All staff develop positive relationships with students
- Teachers to create a positive, safe classroom environment for all students
- Teachers to engage students through a range of consistent teaching and learning strategies
- All staff have high expectations for students learning and attendance
- All staff encourage students to participate in college activities
- LT/Contact teacher review Student attendance data weekly
- Classroom teachers engage students in conversations about "their number"
- Excellent attendance certificates (Term) and rewards (Weekly and Term)

Tier 1

Above
90%

Tier 2 (90% to 80%) Indicated Attendance

- Leading Teacher/2IC and Contact teacher review Student attendance data weekly
- Leading Teacher/2IC to contact family with concerns for student attendance and impact on learning, after 3 consecutive days of absence
- Contact Teacher to review attendance and create initial attendance plan to target improved attendance
- Leading Teacher/2IC and Contact Teacher to liaise and communicate plan to teachers and parents and review twice per term
- Leading Teacher to send Letter 1 to family sharing attendance concerns, if no improvement

Tier 2

90% to
80%

Tier 3 (80% to 60%) Moderate Attendance

- Leading Teacher/2IC to arrange case meeting with relevant Associate Principal to review initial attendance plan, identify barriers to attendance and support available using attendance matrix
- Plan to include ongoing 1:1 mentoring with identified staff member/s
- Leading Teacher/2IC communicates with classroom teachers and shares attendance plan
- Leading Teacher/2IC to facilitate regular positive communication with families to share improvements in attendance
- Leading Teacher to send Letter 2 to parents to arrange case meeting and review attendance plan, if no improvement

Tier 3

80% to
60%

Tier 4 (<60%) Severe Attendance

If attendance continues to decline the following are options to consider:

- Case meeting family, Leading Teacher and Associate Principal
- Home visit to discuss ongoing attendance concerns with family, if contact is unable to be made
- Identify solutions to improve attendance, such as a modified timetable
- Refer to DOE Attendance Toolkit for resources and support
- Responsible Parenting Agreement, where appropriate
- Request for Assistance to Wellbeing team for support
- Referral to agencies: School Engagement Team, Participation, Engagement and Transitions, CAMHS, Youth Focus, Mercy Care, CPFS, SIDE, Headspace etc.

Tier 4

Below
60%

Entering an Attendance Note

From the Compass home screen (or from your student's profile), click the Add Attendance Note item.

1 From the Compass home screen (or from your student's profile), click the Add Attendance Note item.

2 From the pop-up window

- ➔ Select the reason
- ➔ Enter a brief description of the absence
- ➔ Select the start and finish time
- ➔ Click the 'Save' button



What is an Attendance Note?

An Attendance Note is used to explain when your child is absent or late for school.

Activity	Start	Finish
OSGEN_25A (Fr 5 Gene...	08/12/2021 09:00 AM	08/12/2021 12:00 PM
OSGEN_25A (Fr 5 Gene...	08/12/2021 12:30 PM	08/12/2021 03:30 PM

Using the Compass App

1 From the homepage, click on the blue shortcuts button from the bottom taskbar

2 Click on 'Submit Attendance Note'

- ➔ Select the reason
- ➔ Enter a brief description of the absence
- ➔ Select the start and finish time
- ➔ Click the 'Save' button

Where possible, attendance notes should be entered prior to the absence/lateness occurring.

How to Access Compass

Compass is a web-based system that is accessible on any modern web browser (Chrome, Firefox, Safari etc).

Every family receives a separate log in to our school's Compass site. This log in information is provided to you by the school.

If you need assistance locating the Compass site link for our school, go to:

schools.compass.education

You will then be able to search for our school and access the link.

Recommended browsers



To log in, you will require your unique family username and password. These details will be provided to you by the school however if you are yet to receive them, please contact the school office. You will initially be provided with a temporary password that you will be prompted to update to one of your choosing when you log in for the first time.

To log in, go to your school's Compass site. Type in your username and password and click **"Sign in"**. Your username will be your parent code at the school. This will be different from your child's student code, and it will not be your email address.

If it is the **first time** you are logging in, you will be required to confirm your email address and mobile number. These details may be used by the school for SMS/email communications and password recovery.

Once you have confirmed your details, you will be **required to change your temporary password** to one of your choosing. When you have entered your new password, click **"Save"**.

If your child has been marked Not Present without an explanation, you will be required to add an **Attendance Note**.

You will see an alert on your homescreen.

Click the alert and it will take you to your child's **'Unexplained'** attendance tab where you will see any sessions listed for which they were marked as Not Present or Late.

Student: Charlotte BELL - 09A, Year 9

Active

Session	Schedule	Learning Tasks	Attendance	Reports	Analysis	Insights																																																															
Summary	Notes	Unexplained	Actual Absences	Full Record																																																																	
<p>Not Present/Late: Unexplained</p> <p>Present with Attendance Note:</p> <table border="1"> <thead> <tr> <th>Activity Name</th> <th>Start</th> <th>Finish</th> <th>Period</th> <th>Location</th> <th>Staff</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>0902_09A</td> <td>11/01/2022 08:10 AM</td> <td>11/01/2022 08:35 PM</td> <td>1</td> <td>15</td> <td>ADAMS</td> <td>Late</td> </tr> <tr> <td>0902_09A</td> <td>11/01/2022 08:35 AM</td> <td>11/01/2022 08:47 AM</td> <td>1</td> <td>15</td> <td>ADAMS</td> <td>Late</td> </tr> <tr> <td>0902_09A</td> <td>11/01/2022 12:13 PM</td> <td>11/01/2022 01:08 PM</td> <td>4</td> <td>15</td> <td>ADAMS</td> <td>Late</td> </tr> <tr> <td>0902_09A</td> <td>11/01/2022 08:10 AM</td> <td>11/01/2022 08:47 AM</td> <td>1</td> <td>15</td> <td>ADAMS</td> <td>Late</td> </tr> <tr> <td>0902_09A</td> <td>11/01/2022 08:35 AM</td> <td>11/01/2022 08:47 AM</td> <td>1</td> <td>15</td> <td>ADAMS</td> <td>Late</td> </tr> <tr> <td>0902_09A</td> <td>11/01/2022 08:10 AM</td> <td>11/01/2022 08:35 PM</td> <td>9</td> <td>15</td> <td>ADAMS</td> <td>Late</td> </tr> <tr> <td>0902_09A</td> <td>11/01/2022 12:13 PM</td> <td>11/01/2022 01:08 PM</td> <td>4</td> <td>15</td> <td>ADAMS</td> <td>Late</td> </tr> <tr> <td>0902_09A</td> <td>11/01/2022 08:10 AM</td> <td>11/01/2022 08:47 AM</td> <td>1</td> <td>15</td> <td>ADAMS</td> <td>Late</td> </tr> </tbody> </table>							Activity Name	Start	Finish	Period	Location	Staff	Status	0902_09A	11/01/2022 08:10 AM	11/01/2022 08:35 PM	1	15	ADAMS	Late	0902_09A	11/01/2022 08:35 AM	11/01/2022 08:47 AM	1	15	ADAMS	Late	0902_09A	11/01/2022 12:13 PM	11/01/2022 01:08 PM	4	15	ADAMS	Late	0902_09A	11/01/2022 08:10 AM	11/01/2022 08:47 AM	1	15	ADAMS	Late	0902_09A	11/01/2022 08:35 AM	11/01/2022 08:47 AM	1	15	ADAMS	Late	0902_09A	11/01/2022 08:10 AM	11/01/2022 08:35 PM	9	15	ADAMS	Late	0902_09A	11/01/2022 12:13 PM	11/01/2022 01:08 PM	4	15	ADAMS	Late	0902_09A	11/01/2022 08:10 AM	11/01/2022 08:47 AM	1	15	ADAMS	Late
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Select the session (or sessions) that you are adding a note for and then click **"Explain with Attendance Note"**.

This will cause the Attendance Note screen to pop open.

Select the applicable reason for the absence and add in the relevant details/comment.

Click **"Save"**. This will assign the attendance note to the sessions you selected and they will update to no longer show as unexplained absences.



If you attempt to log in using the incorrect details ten times in a row, you will be locked out of your account for thirty minutes. If you have forgotten, or aren't sure of your details, please contact the school office.

A DAY HERE OR THERE DOESN'T SEEM LIKE MUCH, BUT...

When your child misses just...

That equals...

Which is...

From Kindy to Year 12, that is...

Meaning, the best they can achieve is...

1 day per fortnight

20 days per year

4 weeks per year

Nearly 1.5 years of learning

Equal to finishing Year 11

1 day per week

40 days per year

8 weeks per year

Nearly 2.5 years of learning

Equal to finishing Year 10

2 days per week

60 days per year

16 weeks per year

Over 5 years of learning

Equal to finishing Year 7

3 days per week

80 days per year

24 weeks per year

Nearly 8 years of learning

Equal to finishing Year 4

Joseph Banks
Secondary College

What can you do to help you child's attendance?

- ✓ Act early. It is important to understand and work on the underlying reasons why your teenager is not going to school.
- ✓ On average, teenagers need eight to nine hours sleep a night to be healthy and alert.
- ✓ Monitoring internet, mobile phone and television use at night to ensure sleep is not disturbed.
- ✓ Try not to make appointments or take holidays during school time. This can make it difficult to catch up on missed school-work, and cause anxiety about attending school.
- ✓ Don't let your teenager stay home unless they are genuinely sick.
- ✓ Don't let your teenager stay home to finish an assignment that is due. Make attendance the number one priority.