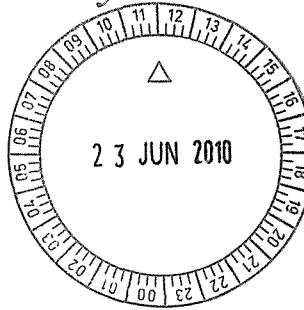




Jurien Bay District High School



19 Hamersley St
PO Box 648
Jurien Bay WA 6516
Telephone: (08) 9652 1014
Facsimile: (08) 9652 1533
ABN 56 493 343 661

Ms G Watson MLC
Legislative Council
Parliament House
PERTH WA 6000

21st June 2010

Dear Ms Watson,

Please find enclosed documents as requested from the Committee Hearing at Jurien Bay on June 11th, 2010.

Enclosed are SSAC Reports for Jurien Bay District High School from 2005 – 2010 and a file search of documents pertaining to Senior Schooling in District High Schools.

I trust this information addresses the committees' requirements.

Yours sincerely

Mr Trevlyn Geiles
Principal

Jurien Bay District High School – School Council

PUBLIC

Chair person – Laura Hooton
Po Box 552
JURIEN BAY WA 6516
Phone: 0429 050 013
Email: laurah@westnet.com.au

Friday, 23 April 2010

Dear Trevlyn

Please find enclosed for your information:

A copy of the letter which has been forwarded to the Minister for Education & Tourism – Hon Dr Elizabeth Constable
A copy of the letter which has been published in the Craytales, Snag Island News and the Pinnacles Paper
A copy of the petition which has been placed in local businesses in Jurien, Cervantes, Leeman & GreenHead. This petition will be presented to the Minister on the School Council's behalf by the Hon Grant Woodhams.

With regards to the Department of Education's decision to remove the Senior School Allocation for the Senior Schooling Program at Jurien Bay District High School and as you are aware, I have had meetings GWN, Shane Love the President of the Shire of Dandaragan, Hon Grant Woodhams Member for Moore, the Jurien Bay Chamber of Commerce (assisted by you) and various community members. All are in full support of the School Council's fight against this decision. I have also faxed and emailed the Hon Michelle Hopkins Roberts Shadow Minister for Education (from whom I am awaiting a reply) the School Council's position on the matter and requesting her support. Hon Grant Woodhams has met personally with both the Hon Dr Elizabeth Constable and the Hon Brendan Grylls to express our disbelief and the need to reverse this decision. Both he and Brendan Grylls are now headed towards further discussions with the Education Department in assessing cases individually and providing extra funding to keep programs running.

Grant informed me in my discussions with him on the evening of the 23/4/10 that he had met with the Minister that day and she was of the opinion that Yr 11 /12 would be retained at Jurien Bay DHS but only at the standard level of funding. This does not include the extra funding which was made available through the transition period. He is well aware that the school needs this extra funding to run a successful VET program for the Senior Secondary Students, which is what he has now put in the hands of Brendan Grylls.

As I am aware that the School has had no official notification on the ability to be able to keep a program running for Yr 11 & 12 students I am reluctant to pass this information on to the public in the event that the verbal agreement is reneged upon. I will await any concrete notification from you before passing on any information from the Minister's conversation with Grant.

Any queries in relation to the above I am available on my mobile.

Kind Regards
Laura Hooton
School Council Chair person



Jurien Bay District High School – School Council

Chair person – Laura Hooton
Po Box 552
JURIEN BAY WA 6516
Phone: 0429 050 013
Email: laurah@westnet.com.au

20th April 2010

Hon Dr Elizabeth Constable
Minister for Education & Tourism
19th Floor
Governor Stirling Tower
197 St George Terrace
PERTH WA 6000

Dear Madam

Re: Reduced capacity of delivering Year 11 & 12 program at Jurien Bay District High School (JBDHS)

I write to you on behalf of the School Council (Jurien Bay DHS) in relation to the Department of Education's decision to remove the Senior School Allocation for the Senior Schooling Program at JBDHS.

The JBDHS School Council would like you to reconsider the decision which you have made and to keep the full senior school program running at Jurien Bay in line with the 2009 staffing allocation for our School. It is the view of the Council that a case by case approach needs to be adopted and we believe that our school community has a compelling argument to retain a fully resourced (inclusive of the Senior School Allocation) Senior School Program.

The School Council has been in discussion with parents, local and surrounding business groups, community members, sporting groups and various local governing bodies. All who have been contacted are astounded and bewildered at this decision. All groups have given us their overwhelming support to retain and improve on the Senior Schooling program at JBDHS. Furthermore, a number of these groups will be developing their own strategy to request a reversal of this decision. You would be aware of the recent media coverage on GWN of the impact this government decision will have on the Jurien Bay school community. I am aware of the intent for other agencies, for example the Chamber of Commerce, to pursue this matter with vigour using a range of strategies. This is in addition to the efforts of the Shire of Dandaragan so far, which will no doubt continue to escalate.

Below are some points which we feel you need to take into consideration in reviewing your decision about staffing the Senior Schooling program at JBDHS.

- 1 **School VET program** – The School has a successful VET program that has been recognised through awards (VETiS Award 2009, World Skills Competition 2009/2010) and invitations by the DoE (in 2006) to share our schools program as an example of best practice. The VET program has been offered for almost 10 years with community support.
- 2 **Availability of course of choice** – The JBDHS Senior School Program has a breadth of course choices (face to face, Cert 1 and 2 Industry related qualifications and LIMITED SIDE offerings) which are aligned with local needs not represented in surrounding schools.
- 3 **Primary numbers / Feeder School** – There are increasing primary numbers and the school community is committed in ensuring this growth rate is reflected in secondary population trends. JBDHS is the feeder school for Leeman, GreenHead and Cervantes. By transitioning out the Yr 11 & 12 program from Jurien Bay you have also directly affected these towns.
- 4 **Projected population increase to Jurien Bay** - The projected growth of Jurien Bay resulting in it being classified as a major sub-regional centre due to the completion of the Indian Ocean Drive will be negatively effected by this decision regarding Senior Schooling. This is certainly the informed view of the Shire of Dandaragan and the Chamber of Commerce (Jurien Bay). It is anticipated that the town's population will treble in the next 10 years which will have significant demands on services such as education. If you reduce the schooling opportunities at Jurien Bay the town is unlikely to attract permanent families which then creates a very transient population. A rural town does not survive like this. As a family predominantly spends more money on a day to day basis and over a wider range of businesses, it creates stability for the businesses. A family who is planning to stay long term becomes more involved within the town which then in return supports sporting groups, schools and infrastructure. Families are imperative to the survival of a town and a successful school.
- 5 **Raising School Leaving Age** – A government decision of Raising the School Leaving Age which effectively forced schools to cater for Senior School students should simply not be “transitioned out” due to an apparent different point of view between political parties.
- 6 **Right to choose schooling** – Parents in rural areas should have the right to choose their local school for the Senior Schooling of their child. As such, our schools Senior School Program should not be forced to dilute its course offering to inevitably cause the demise of the Senior School. If this occurs it could potentially affect the lower secondary and primary population which has been the case for a number of wheat belt DHS.
- 7 **Travelling distance to closest Senior High School** – Requiring our students to travel 250km/day (from Jurien Bay to Moora) is unacceptable. The quoted distance is from the Jurien town centre to Moora. It does not include the distance required for students from outlying towns. The travel time would DEFINITELY not comply with the maximum travel times as required by the School Bus Service. Furthermore, a bus run does not even exist.
- 8 **Schooling a first and foremost influence** – The availability of a comprehensive schooling program is a major decision maker when people wish to relocate to a rural area. Not being able to have a comprehensive and viable Senior Schooling program to a parent who chooses the local school as their preferred option for their child will have an impact on regional growth. This will affect both primary and secondary student numbers. Over the years Staff and the School Council at Jurien have worked tirelessly to improve the school. There has been a general increase to Primary numbers and the retention rate of students which is flowing through to our Secondary. The School Council has had discussions with parents ranging from Yr 6 and upwards and at an estimate there are around 15 plus children per grade which anticipated staying through to Yr 12 in Jurien Bay. This would seem that obviously families and children want to stay in our towns.

- 9 **Separation of families** – Rural people should not be forced to separate their families if it is their choice to have their children attend the local school for the Senior Schooling years. It would be complacent to think that the removal of Yr 11/12 does not mean that families will not move from Jurien Bay, GreenHead, Leeman and Cervantes. This decision reflects back to and at a minimum Yr 5 and up students. Whilst monetary reasons are a very important deciding factor on choosing not to send children to boarding school, it is not the only one. The family unit, involvement and acceptance in their home community are all very important to children. The Government's stance on the importance of family values now seems very transparent as this decision will inevitably force families to split. With the instability of the world economic climate this adds further weight to the problem as people will not want to move because of the job security that they have.
- 10 **Residential Boarding Facilities** – The apparent lack of planning of residential facilities for projected numbers for Senior School students is a considerable cause for concern. This is further compounded by the closure of Swanleigh Residential facility. It appears that the Department is inadvertently forcing families to move for educational purposes, or perhaps there is going to be an increase to the development of boarding facilities – surely money which would be wiser spent at the Schools these children are already in.
- 11 **Tourism Increase** - As Tourism Minister you would obviously be aware that the opening of the Indian Ocean Drive will create an enormous increase in tourism to Jurien Bay and the surrounding towns. The Pinnacles in Cervantes alone now generates some 34 million dollars a year to tourism. More and more businesses are going to be requiring potential apprentices to cater for the increase in Tourism. It seems obvious that the training and schooling facilities here should be improved upon not decreased to recognise the potential growth to the town as a sub regional centre.

I appreciate that you have a very busy schedule but as this decision has sent our Community members, in particular parents of School age children, into absolute turmoil, we would sincerely appreciate if you would be able to arrange a mutually convenient time to discuss the points raised and to address this issue as a matter of urgency. Again I wish to re-iterate that the School Councils request is that the decision to remove the Senior School Allocation for the Senior Schooling Program at JBDHS be reversed and for this to be communicated to the community as a matter of priority. There are already families which I have spoken to that are in discussions on leaving Jurien Bay and the surrounding feeder towns because of the Department of Education's decision.

We look forward to hearing from you. Your response can be emailed or posted directly to myself on the above address.

Yours sincerely

Laura Hooton
Chairperson
JBDHS – School Council

<p><i>Copy:</i></p> <p><i>Hon Brendan Grylls MLA Minister for Regional Development 9th Floor, Dumas House 2 Havelock Street WEST PERTH WA 6005 Via facsimile to: 9213 7001</i></p> <p><i>Hon Michelle Hopkins Roberts Shadow Minister for Education 50 Helena Street MIDLAND WA 6056 Via facsimile to: 9274 8520</i></p> <p><i>Hon Grant Woodhams MLA Speaker Legislative Assembly Member for Moore PO Box 1487 GERALDTON WA 6530 Via facsimile to: 9921 4972</i></p> <p><i>Shane Love President Shire of Dandaragan PO Box 392 JURIEN BAY WA 6516 Via email to council@dandaragan.wa.gov.au</i></p> <p><i>Jurien Bay Chamber of Commerce Po Box 753 JURIEN BAY WA 6516 Via email to jurieniga@bigpond.com</i></p>	<p><i>Copy:</i></p> <p><i>Jurien Bay District High School P & C Association Mrs Belinda Buitenhuis President PO Box 279 JURIEN BAY WA 6516</i></p> <p><i>Leeman Primary School Chairperson School Council C/- PO LEEMAN WA 6514</i></p> <p><i>Cervantes Primary School Chairperson School Council PO Box 42 CERVANTES WA 6511</i></p> <p><i>Jurien Bay Progress & Tourism Association Mr Mike Sheppard PO Box 20 JURIEN BAY WA 6516</i></p> <p><i>Jurien Bay Country Women's Association Secretary Mrs Brown PO Box 517 JURIEN BAY WA 6516</i></p> <p><i>Jurien Bay Lions Club Noel Wark President PO Box 505 JURIEN BAY WA 6516</i></p>
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DEAR COMMUNITY MEMBER – ARE YOU AWARE YR 11 & 12 IS BEING REMOVED FROM JURIEN BAY DISTRICT HIGH SCHOOL?

*A note from the Jurien Bay District High -School Council Chairperson
(On behalf of the parent representatives on the Council)*

The WA Minister for Education & Tourism, the Honourable Dr Elizabeth Constable has made the decision to no longer provide staffing (in its current form) to the Yr 11 & 12 programs on offer at some District High Schools, which includes Jurien Bay.

As of 2011 there will be a significant reduction in staffing which will have a big (and negative) impact on the Yr 11 & 12 program on offer at our school.

According to the Minister the choices that students from Jurien and surrounding areas now have are:

- 1) Study through SIDE – School of Isolated & Distance Education
- 2) Travel to the nearest Senior High School – this being Moora (Central Midlands SHS) 125 km one way.
- 3) Attend a Boarding College

We also feel that there is a 4th option which has conveniently been left out and that is that families will have to leave the area in search of Educational opportunities for their children.

The Jurien Bay DHS School Council is NOT in agreeance with her decision.

We, along with the school have worked hard over the years to keep expanding the Secondary part of our School to help retain children and families in our Community. Whilst boarding is not only an unaffordable option for many, it is more the point about providing choice to families in rural areas for education and the right to keep your family together in the Senior School years if a family chooses to.

When the decision was made to raise the School Leaving Age a number of years ago, the Jurien Bay DHS worked with the Business members of our Community to assess what areas of expertise were needed in our community. They worked tirelessly to establish programs which would best suit students wanting to stay on at Jurien and enter the workforce in the local community and yet be competitive in the broader context. The Staff and school programs have been a very active force in preparing students who have successfully gained apprenticeships locally.

For over 10 years the school has run a very successful VET (Vocation Education Training) program, which has grown from strength to strength. Our School was the first ever District High School in the State to be a Finalist for the VET awards. The school was also called upon by the Department of Education about 4 years ago to share their Senior Schooling program as it was an example of successful practice.

We feel that the Ministers decision is unfair to our community and that she needs to be assessing District High Schools on an individual basis. The School Council has had meetings and discussions with various local governing bodies, which are in full support of us, with regards to her reviewing her decision for Jurien Bay. Our initial aim is to not

only have the Minister re-instate the Yr 11 & 12 program (not just on a skeleton crew – but with calculating staffing levels as it was in 2009) and to consider the growing needs here in Jurien Bay.

With regards to our population increase, the Indian Ocean Drive opening shortly and future projected development for Jurien Bay and surrounding coastal areas, it would be short sighted to decrease our schooling opportunities. The Minister should be looking at expanding our school - both Primary and Secondary.

What you as a Community need to realise is that this decision does not only affect families of school age children. It affects local businesses, government agencies, community & sporting groups.

Education and Health services are major driving forces when people decide to live in a rural community. If we do not have a Secondary program catering for Yr 11 & 12 this will affect our ability to attract new families to the Community which could inevitably slow down development. The business community and government agencies need to be aware of how this decision by the Minister may impact on the attraction of future employees.

We need to retain families in our Community, we need to keep the family unit together, we need to increase schooling options, sporting and social activities for the secondary age students and we need to make a stand together in developing and keeping our children here. A community without the children is a community going nowhere.

In the near future we will need your support – a strong voice makes a strong body.

If you have any queries please contact the Jurien Bay DHS - School Council Chairperson – Laura Hooton on 0429050013.

BRIEFING ON RAISING THE SCHOOL LEAVING AGE

This briefing is to provide you with interim information on the progress regarding the initiatives related to the raising of the school leaving age to 16 in 2006. A comprehensive summary about the processes and procedures involved, including frequently asked questions, will be provided at the forum.

Legislation Overview

The legislation to enact the raising of the school leaving age to 16 in 2006 and 17 in 2008 has been passed by the Parliament.

Media Campaign (Parents requested to contact schools)

A brief media campaign will be conducted immediately following the passage of the legislation through Parliament. The media campaign will run from 17-20 November 2005.

As part of this campaign, parents/carers will be informed that all students turning 16 in 2006 will be required to participate in education, training or approved employment. Parents requiring further information will be referred to their child's local school.

If contacted, schools are requested to inform parents of the following:

- All students must be enrolled at school, training or employment.
- If students are seeking to pursue an option other than full-time school, then they need to obtain permission to do so. **For these students, schools are requested to complete the form at Attachment A and forward this to the Manager, Participation at the local district education office. Parents/Carers will then be required to contact 1800 245 485 to register their details. They will then be sent a "15 is Too Young" Information Kit early in January 2006.**

What will 16 year olds be required to do in 2006?

In 2006 the Bill will extend the compulsory period of education to the end of the year a student turns 16. A student not at school (or in a 'school organised pathway') will need permission from the Minister (or the Minister's delegate) to access other alternatives. The permission will need to be issued to access:

- Full-time employment;
- combination programs (eg part-time work part-time education and/or training); and
- approved community-based programs.

The process for getting this permission is through a parent/carer completing a form entitled "Notice of Arrangements". The responsibility for students remains with the school until the parent/carer receives the confirmation approving the "Notice of Arrangements".

For students intending to enrol full-time at TAFE or take up an apprenticeship or traineeship it is anticipated that these organisations will be required to inform the Curriculum Council and processes will be developed to ensure that the school is notified. Therefore parents need to complete "Notice of Arrangements".

If a student's circumstances change, the "Notice of Arrangements" is no longer valid and the child must be re-engaged in another alternative. The child may then be redirected to the last school he/she was enrolled at (or the government provider of upper secondary schooling for that location).

Supporting students into pathways will be the role of Participation Coordinators and Managers, Participation (see below). In some instances the principal (or delegate) will be involved in meetings organising students into other than school-based pathways. Guidelines will be provided to schools to support this process. Principals should be aware that under the Act the parents/carers of the child have the responsibility for ensuring their child participates and initiating the "Notice of Arrangements".

"Notices of Arrangements" will be processed in each district office with coordination occurring through a central office based unit.

Policy and Procedures for "Notices of Arrangements"

Personnel within Department of Education and Training are currently developing the "Notice of Arrangements" processes in conjunction with the Curriculum Council, Catholic Education Office and the Association for Independent Schools. The policy will be communicated to you in the near future. This will include an overview of the relevant sections of the legislation, associated regulations, policies and procedures for processing "Notices of Arrangements". We are anticipating that Participation Coordinators will facilitate this process although legislation directs the responsibility for this to parents/carers.

Participation Database (Tracking students)

The responsibility for tracking and maintaining a data base on students' pathways in Year 11 and 12 will be the responsibility of the Curriculum Council. The responsibility of the school is to:

- ensure that all children are given a Curriculum Council number in Year 8;
- transferring the Curriculum Council number with the student if they transfer to another school; and
- informing the Curriculum Council if the child leaves the school or enrolls at a new school.

There is now a responsibility for the providers of alternatives for students to communicate information to the Curriculum Council. These providers include TAFEs, private RTOs, employers and signatories to apprenticeship traineeship arrangements. The provider must inform the Curriculum Council if:

- they are the provider of the student's pathway; or
- the arrangement ceases; or
- the young person is not participating in accord with the provider's attendance requirements.

Participation Coordinators (*previously known as Training Mentors, YEPs*) and Manager, Participation

One Participation Coordinator will be appointed for each education district in 2005. This process is occurring immediately with a further eight appointed in early 2006. The role of Participation Coordinators will be to develop plans (eg training, education, employment – or a combination of these) for 15 to 17 year olds who are at risk of disengaging from education, employment or training. A significant component of their role will be to make referrals and liaise with TAFE colleges, other training and service providers, businesses, community, parents/guardians and the school (both public and private).

The fourteen Participation Coordinators appointed in 2005 will identify the current Year 10 students considered at risk of disengaging. Many of these students have already been identified within schools and through District Education and Training Plans. There is a significant role for school-based personnel in determining potential at risk students. There will be one hundred Participation Coordinators by 2009.

A position titled 'Manager Participation' will be created in each education district. They will:

- supervise the work of the Participation Coordinators;
- support the monitoring and development of District Education and Training Plans for 2006;
- administer the formalities required for the approval of plans for students at risk of disengaging; and
- assist with the organisation of "Notice of Arrangements".

Funding and Resources for Schools

If the students returning to school pathways in 2006 are included in census data funds, resourcing and FTE should be provided to schools via normal allocation processes. Additional funding has been allocated for additional enrolments at TAFEWA colleges and schools.

Where schools are providing appropriate alternative learning environments and programs that are not predicted to be part of the school's 'normal provision' extra resourcing may also be available via the District Education and Training Plan.

Enrolment

In 2006 those students not in receipt of "Notice of Arrangements" (or previously exempted) will need to be enrolled at school until the end of the year they turn 16. Within public schools, students whose arrangements are pending, and for those whose pathway **will not involve the school**, these students should be enrolled as external students or placed on the former students roll and not included in census documents (for staffing and/or resourcing).

If students are to be in a pathway coordinated through the school but not at the school site and funds/FTE will be channelled from the school to the deliverer of the service, these students should be included as normal enrolments.

The District Education and Training Plan (DETP) process

Fourteen coordinators are currently supporting District Directors and TAFEWA Managing Directors developing DETP.

The DETP focus on students at risk of disengaging from education and/or training and identify areas where supplementary funding can best be used to support the provision of appropriate programs within each district. Each district will allocate funds with regard to issues such as number and nature of students at risk of disengaging, and 'access' (eg: capacity of students to travel to courses) issues.

District education offices will notify schools/TAFEWA colleges receiving funding in accordance with District Education and Training Plans before the end of the school year.

District High Schools, Remote Community Schools and Primary Schools and with Programs for Senior Secondary Students

Details of interim staffing arrangements, which are currently being examined by the Department of Education and Training, have been provided for district high schools, remote community schools and affected primary schools in Attachment B.

The raising of the school leaving age to 16 has implications for district high schools, high schools, remote community schools and primary schools offering (*or in the future having to offer*) programs for Year 11 and 12 students. This has raised issues regarding staffing, resource allocation and support for these schools.

Please contact David Ansell, Director, Retention and Transition on (08) 9264 4606 or by email david.ansell@det.wa.edu.au if you have any queries with any of these issues.

ATTACHMENT A

PARENT REQUEST FOR STUDENT WISHING TO PURSUE A PATHWAY OTHER THAN FULL-TIME SCHOOL

Student Name: _____

Current Residential Address: _____

Curriculum Council Number: _____

Date of Birth: ____/____/____

Last School Attended: _____

Closest Local School (offering senior schooling): _____

Parent/Carer Contact Details:

Student Contact Details (if different)

Home: _____

Home Phone: _____

Work: _____

Mobile: _____

Mobile: _____

Email: _____

Email: _____

Student Intended Activity in 2006:

Full-time employment:

Number of hours per week: _____

Employer contact details: _____

Part-time employment:

Numbers of hours per week: _____

Employer contact details: _____

Full-time TAFE:

Number of hours per week: _____

Course/TAFE enrolment number: _____

Apprenticeship/Traineeship:

GTC details: _____

Employer contact details: _____

Other: _____

Other relevant information (optional): _____

Send to: Manager, Participation at your local District Education Office

SMALL RURAL SCHOOLS**STAFFING IMPLICATIONS AND ACTIONS – PROCEDURES 2006**

To enable schools to implement changes related to raising the school leaving age, the Staffing Directorate will make adjustments to staffing allocations to primary schools, remote community schools and district high schools that have, historically, not been required to deliver educational programs to students in the post-compulsory years of schooling. These adjustments will provide full-time equivalent (FTE) for the implementation of meaningful education programs to targeted students aged 16 years to 17 years who cannot attend a school offering full Year 11 and 12 programs.

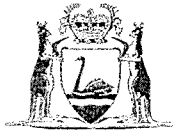
The allocation of resources will be subject to allocation and entitlement principles developed by officers of the Staffing Directorate and the Retention and Transition Program Implementation Directorate. Each allocation will be considered on a case-by-case basis. Decisions will be based on the following principles:

- Curriculum access will be applied to eligible students in Years 11 and 12 in qualifying primary schools, remote community schools and district high schools. Curriculum access will not be applied to secondary students enrolled in Years 8, 9 or 10 in primary schools or remote community schools.
- Qualifying primary schools, remote community schools and district high schools will be identified by officers of the Staffing Directorate and the Retention and Transition Program Implementation Directorate on the basis of geographical proximity to other institutional providers, and will also consider transport and cultural issues as identified through District Education and Training Plan consultations.
- When providing enrolments, schools need to take into account whether a student will be enrolled full-time at that particular location. If the student has a flexible program between more than one educational institution, the student should be counted only for the time spent at an individual school site (eg: 3 days at school and 2 days at TAFE = 0.6 school enrolment).
- A student may not be counted twice for FTE generation where they are enrolled at multiple sites. The student may only be counted as a part-time fraction at that particular site.

PROCESS

The allocation of staffing FTE will be made in the following manner:

1. Primary schools, remote community schools and district high schools are requested to advise the Staffing Directorate of their anticipated enrolments of students in Years 11 and 12.
2. Affected schools will be contacted by their staffing consultant to provide advice on changes occurring due to Year 11 and 12 enrolments.
3. The Staffing Directorate will apply curriculum access to students in these cohorts by means of a dedicated staffing calculator. Additional FTE generated following the application of curriculum access will be added to the school's staffing establishment by the respective school staffing consultant and the school advised in writing of this FTE.
4. The allocation of staffing resources will be subject to the usual enrolment audits. Schools that over-estimate and experience a shortfall in student enrolments at the February and August census will be subject to the usual FTE adjustments and any consequent movement of allocated teaching staff.



Minister For Education and Training



Our Ref: 66034 - DO04/081118

CHAIR
(THROUGH PRINCIPAL)
SCHOOL COUNCIL

**CREATING THE FUTURE FOR OUR YOUNG PEOPLE: RAISING THE
SCHOOL LEAVING AGE – CONSULTATION FORUMS**

As you are aware, the Government is considering raising the school leaving age. The aim is to have all young people participating, up to the age of 17, in meaningful and certified combinations of schooling, training, higher education and work.

To help inform this debate, there will be a series of consultation forums held across metropolitan and regional areas.

Consultation forum information will be advertised in local newspapers in your area and further updates and information are also available at the following websites: www.ministers.wa.gov.au/carpenter or www.det.wa.edu.au

I trust that you will take this opportunity to be involved in the consultation process.

Yours sincerely

Alan Carpenter MLA
MINISTER FOR EDUCATION AND TRAINING

11 May 2004

Debbie Linch

From: Eddymail@det.wa.edu.au
Sent: Friday, 28 April 2006 5:08 PM
To: All.School.Contacts@det.wa.edu.au; DirectorsDEO@det.wa.edu.au;
DirectorsDEO@det.wa.edu.au; AREADIRS@det.wa.edu.au; MDOs@det.wa.edu.au;
ManagerEducationServices@det.wa.edu.au
Subject: No 16 Eddymail 28 April 2006

Ed-e-Mail

Friday, 28 April 2006

This week's news for schools from Central Office, Department of Education and Training

Eddymail@det.wa.edu.au

No. 016/06

ALL SCHOOLS

June 2006 Financial Reporting Requirements

Schools are requested to forward their end of year financial data by 7 July 2006 as a consequence of legislative changes to reporting requirements.

Aboriginal Education Awards

You are invited to nominate worthy individuals, schools and/or organisations for the 2006 Aboriginal Education Awards of Achievement. The awards are intended to promote a positive image of Aboriginal education within both the Aboriginal and broader communities.

Update on Classification Review Process

The new review panels begin reviewing requests for classification upgrade from 22 May 2006. Schools are asked to forward jointly signed summary statements to panel members as soon as possible after receiving them.

School Canteens Food Review

A survey will be sent to schools next week for return by 19 May 2006 as part of the review of nutritional value of food sold in school canteens.

Use of Department Logo

The Department logo must be on school stationery, signage, advertising and promotional material. The fact sheet provides guidelines.

BP Grants

Application forms for BP Grants of up to \$2000 will be forwarded to schools in next week's Ed-e-Mail.

PRIMARY SCHOOLS and DISTRICT HIGH SCHOOLS

WALNA 2006

Materials being sent to schools next week for distribution externally and internally include a brochure to be distributed to parents, administrative guidelines and information for teachers.

SECONDARY SCHOOLS

Changes in Years 11 and 12

The Director General thanks administrators and teachers for ongoing work in implementing changes in Years 11 and 12.

MSE9 2006

Materials being sent to schools next week for distribution externally and internally include a brochure to be distributed to parents, administrative guidelines and information for teachers.

GENERAL INFORMATION

Be Part of the Clipper Adventure

Our teacher crew member, Peter Bolt, is currently on board. Spark up your lessons by joining the website discussion forum where teachers and students can learn about all aspects of this amazing around the world yacht race.

Public Seminar on Children's Nutrition

Health educators Dr Peter Dingle, Dr Igor Tabrizian and Ms Julie Eady present public seminars on child obesity and nutrition on 13 May and 27 May. Telephone 1300 782 487.

DET INTRANET

You can reach the DET Intranet at <http://www.intranet.det.wa.edu.au>. Breaking news items will be posted regularly during the week as well as Ed-e-Mail on Fridays during term time. You can also access archived information, jobs, important contact numbers and even the weather.

Ed-e-Mail

Ed-e-Mail is delivered into the All Schools Contacts address box and is for school principals, deputy principals, registrars, district and area directors. The list is maintained by the Customer Service Centre so please notify the centre if you are not on the list. If the item hyperlinks fail on Ed-e-Mail, please try the links from DET Intranet. If all else fails, notify eddyemail@det.wa.edu.au. Please note that archived items can be viewed under the 'view all' button on the DET Intranet.

Authorised by

JANE MACHIN-EVERILL

MANAGER, CORPORATE COMMUNICATIONS AND MARKETING

SECONDARY PRINCIPALS
DISTRICT HIGH SCHOOL PRINCIPALS
REMOTE COMMUNITY SCHOOL PRINCIPALS

MEETING REGARDING RAISING OF THE SCHOOL LEAVING AGE LEGISLATION

As you may be aware, the legislation to raise the school leaving age to 16 years in 2006 and 17 years in 2008 has just passed through the Parliament. For all of us the new legislation has significant implications.

I am therefore pleased to invite you, together with another staff member from your school, to attend a briefing meeting on the new legislation, how it will affect your school and what support the Department of Education and Training is able to offer to assist in meeting obligations under the new legislation. Please find attached a briefing note conveying the main aspects of the implementation process.

The meeting will be held at the Perth Convention Centre on Monday, 5 December 2005. A light lunch will be available from noon, with the meeting commencing at 1:00 pm and concluding at 4:00 pm. (Please allow time, as parking may not be available at the Convention Centre Car Park, cost \$11.00 all day parking). An agenda will be provided before the meeting.

Travel applications will need to be forwarded to your district director. Schools are expected to cover travel and accommodation costs. If this is a difficulty for schools, please contact Jan Pearson by email jan.pearson@det.wa.edu.au or telephone 9264 5383.

Where possible, the principals are requested to attend. Please note the meeting will be broadcast live on the Westlink network for country principals and other principals who may have difficulty attending. The broadcast will include an interactive question and answer session between 2.00 pm and 3.00 pm. Country principals may wish to take up this option. This Westlink broadcast can be accessed by tuning into Channel 23 using a Westlink Decoder.

Please confirm your availability to attend either in person or by tuning in to the Westlink broadcast to Jan Pearson by completing the attached registration form and returning it by email to jan.pearson@det.wa.edu.au no later than Friday, 25 November 2005.

PAUL ALBERT
DIRECTOR GENERAL

Att

cc District Directors



Department of Education and Training
Government of Western Australia

REGISTRATION FORM RAISING THE SCHOOL LEAVING AGE MEETING

5 December 2005

1:00 pm – 4:30 pm

Please register your attendance to this event by completing the following:

Name / Contact	
Location / School Address	
Names of those attending:	
Attending in person or via Westlink Broadcast	
Phone	
Email	

Please email back to Jan Pearson by Friday, 25 November 2005

Email: jan.pearson@det.wa.edu.au

PRINCIPALS

DUTY OF CARE FOR STUDENTS ATTENDING TAFEWA COLLEGES IN 2006

With the provisions of the higher school leaving age legislation coming into force from the start of the 2006 school year, compulsory age students will engage in greater numbers in school-based apprenticeships and traineeships and VET for School Students (VSS) programs organised by schools and TAFEWA colleges.

To support this initiative and the enhanced the opportunities it provides, the Department has prepared a draft policy on *Duty of Care for VSS Students Attending TAFEWA Colleges* for your consideration. Schools and TAFEWA colleges will have dual responsibility for various aspects of duty of care to suit their circumstances and a final policy position will be determined once the process of consultation is fully completed.

In the meantime a draft of the policy document is attached which individual schools may find useful in negotiating arrangements for students attending TAFEWA colleges. The draft policy has the support of the managing directors of TAFEWA colleges and represents an amalgamation of current public school policy that exists in policies such as *Duty of Care for Students*, *Excursions: Off School Site Activities*, *Behaviour Management in Schools*, and *Student Health Care*.

There may be areas of the document which need to be altered to ensure a good understanding of the duty of care responsibilities that apply. Your comments will aid in the review which will be conducted during the next six months and should be directed in the first instance to your district director.

Also attached for your feedback is a document which provides an overview of responsibility and insurance implications for each of the participation options that will be available to students. It is intended that the document be placed on the website as information for parents, schools, TAFEWA colleges and those involved in the provision of options.

Thank you for your contribution towards the implementation of the higher school leaving age initiative which will lead to improved opportunities for secondary students in this State.

PAUL ALBERT
DIRECTOR GENERAL

cc District Directors

Att.

1. Duty of Care for VSS Students attending TAFEWA colleges.
2. Reference Guide to Division of Responsibilities under Duty of Care for VSS Students attending TAFEWA colleges.
3. Duty of Care for 16 year olds from 2006 under allowable options (and 17 year olds from 2008).

UPDATE ON PROCEDURES RESULTING FROM THE RAISING OF THE SCHOOL LEAVING AGE

**To: Principals: SHS, DHS, HS, RCS, Agricultural Colleges, Primary Schools
and Education Support Centres with senior secondary tops,**

CC: District Directors, Managing Directors

**From: David Ansell, Director, Retention and Transition Program
Implementation Directorate**

This memorandum is to provide you with information on the procedures for schools relating to the raising of the school leaving age to 16 years as of 1 January 2006.

Information for schools and parents publications

Multiple copies of the Information Pack for schools and parents will be sent to schools very soon. Copies can also be downloaded from the website www.det.wa.edu.au by following the link to '16 the new school leaving age'. Extra copies can also be sought from the Manager Participation at your local District Education Office or by phoning the Retention and Transition Program Implementation Directorate on 9264 5244. Copies of information packs for Employers and Public and Private RTOs have also been produced and are available on the website. Queries can also be directed to the freecall number: 1800 245 485 or to the Manager Participation in each education district.

16 year olds are required to be involved in a pathway

Most young people in their 16th year will be enrolled at a school or in a school organised pathway. Any student not at school will need to inform the Minister or request permission from the Minister to access other alternatives. Forms (A, B and C) for students wishing to access alternatives other than school will be sent to schools over the next fortnight. Brief details of these forms are summarised below.

Form A

Students who have completed an enrolment:

- full time in an RTO (eg a TAFE)
- taking up an apprenticeship or traineeship
- full time in a community program (in a gazetted course)

will need to inform the Minister of this. Parents will need to complete **Form A** (this is a yellow form titled a 'Notice of Arrangements'). This will need to be posted to the Participation Unit in central office who will process this form and inform the relevant stakeholders (eg the District Office, the Curriculum Council and their local school).

Forms B and C

Permission will be needed for a young person in their 16th year to access:

- combination programs (eg part time work, part time education and/or training)
- full time employment.

For students wishing to take up a combination option, parents will need to complete a **Form B** (a blue form). Schools are expected to facilitate requests for part time schooling combinations where possible. A meeting involving the stakeholders (e.g. the student, parent/carer, employer and Department personnel) will be important to determine aspects of the combination program including Duty of Care implications.

The Manager Participation in each district will manage this process and has the delegated responsibility to approve or reject this option.

For students wishing to take up the full time employment option, parents will need to complete a **Form C** (a green form). It is important that if an employment option is sought it is in the best interests of the young person and the young person will be safe. Thus Department of Education and Training personnel (including school personnel) may well be asked to review the workplace before permission is granted. The employment option will need approval from the Minister (*this authority is delegated to the Manager Participation in each district office*) before this option is undertaken.

The responsibility for students remains with the school until the parent/carer receives the confirmation approving the Notice of Arrangements.
Forms A, B and C should be posted to:

Participation Unit
Department of Education and Training
151 Royal Street
EAST PERTH WA 6004

Students not in a pathway or at risk of not continuing in a pathway

Some young people may need help in accessing a suitable pathway or may be at risk of dropping out of their current pathway. Schools (and other interested parties) may wish to refer a student to meet with a Participation Coordinator. Participation Coordinators are new positions created in 2006 within the Department to arrange suitable pathways for individuals who are at risk of dis-engaging from education, employment or training in their 16th year. Schools should complete a referral from available from the Manager of Participation located in your district office to make this referral.

Change of circumstance

If a student's training or employment circumstances change, then any previously approved option is no longer valid and the child must be re-engaged in another alternative. The child may then be redirected to the last school at which they were enrolled (or the Government provider of upper secondary schooling for that location).

The District Education and Training (DETP) plans

District Education and Training Plans (DETPs) developed in Term 4 2005 focussed on students at risk of disengaging from education and/or training and identified areas where supplementary funding could be used to support appropriate programs. DETPs have been approved by District Directors and Managing Directors and have now been endorsed by the Director General. The Manager of Participation in each district office will provide advice in the near future to schools that have been allocated funds in accordance with the DETPs.

Please contact one of our Managers Participation (see list attached) in relevant District Offices if you have any queries regarding these issues.

David Ansell
Director, Retention and Transition
Program Implementation Directorate
Department of Education and Training

District	Name	FTE (days)	Phone	Email
Albany	Lindsay Campbell	0.6	(08) 9841 0333	lindsay.campbell2@det.wa.edu.au
Bunbury	Jenny Burnett	0.6	(08) 9791 0317	jennifer.burnett2@det.wa.edu.au
Canning	Margaret Buckman	1.0	(08) 9311 7615	Marg.Buckman@det.wa.edu.au
Esperance	Helen Ducey	0.4	(08) 9071 9100	helen.ducey@det.wa.edu.au
Fremantle-Peel	Bob Watson	1.0	(08) 9336 9515	Bob.WATSON@det.wa.edu.au
Goldfields	Margot Barefoot	0.7	(08) 9093 5600	Margot.Barefoot@det.wa.edu.au
Kimberley	Andy Chapman	0.8	(08) 9193 6488	andy.chapman@det.wa.edu.au
Midlands	Sharon Bray	0.5	(08) 9622 0200	sharon.bray@det.wa.edu.au
Mid West	Bridie O'Neill	0.8	(08) 9956 1600	Bridie.O'NEILL@det.wa.edu.au
Narrogin	Heidi Astbury	0.5	(08) 9881 6962	Heidi.Astbury@det.wa.edu.au
Pilbara	Marcus Turner	0.7	(08) 9185 0111	marcus.turner@det.wa.edu.au
Swan	Colleen Wright	1.0	(08) 9442 6656	Colleen.Wright@det.wa.edu.au
Warren-Blackwood	Anzara Clark	0.4	(08) 9771 7100	anzara.clark@det.wa.edu.au
West Coast	Sandy Freimond	1.0	(08) 9202 7333	freimond@inet.net.au

ALL PRINCIPALS

Happy New Year and welcome back to school. I wish you and your staff all the best for the coming year. As of 27 January 2006 we had employed 500 new graduates and I would like to welcome them to the Department and wish them a rewarding career in the classroom.

Year 12 public school students from 2005 achieved excellent academic results with 11 General Exhibition winners, 24 Subject Exhibition winners, 159 Certificates of Distinction and 250 Certificates of Excellence. As well, our schools did brilliantly in the Year 12 League Tables with six schools in the top twenty. This doubles the number in the top twenty in 2004. Congratulations to Broome, topping the league ladder, and Belmont Community College, Shenton College, Kalamunda Senior High School, Manjimup Senior High School and Rossmoyne Senior High School. It was pleasing to see some positive stories and great headlines commending our schools in the media.

The provision of an eighth school development day in 2006 will enhance opportunities for teachers and schools to plan together for school improvement and to devote additional time to system-wide initiatives. The additional (ninth) day for teachers of secondary students on 13 April 2006 is welcomed and will be used for programs relating to post-compulsory courses of study.

There are a number of challenges ahead of us in 2006. In the primary sector there will be a strong focus on literacy and numeracy, attendance and Aboriginal education. This year will be a year of consolidation in relation to CIP2. The directions are right but there is a need to address some of the issues that have been identified before going to the next stage. Benefits will flow from central K-10 syllabus development through the additional resources we have received from the government.

In secondary schools changes to the school leaving age will be implemented. In the post-compulsory area three new courses of study will be introduced – English, Engineering and Media into Year 11 as well as Aviation into Year 12. We also need to build on the good results we achieved in 2005. The public school system is judged by performance in Year 12 and our future enrolments and jobs for teachers are very much dependent on good performance in Years 11 and 12.

Literacy and Numeracy

I am concerned that we are not showing any significant improvement in reducing the tail of poor students performers identified by WALNA. The tail of those below the benchmark has largely remained the same over the seven years of WALNA testing.

Addressing the tail end has to be a major priority for the Department.

I will shortly be writing to districts and schools to find out what is being done about following up those students that are not achieving the benchmark, what are the challenges and what could be done to address the problem.

Attendance

The statistics show that overall our schools achieve over a 90 per cent attendance record. However, attendance in the Kimberley, Pilbara, Goldfields and Mid West is a problem and we will be looking at ways to improve attendance rates. Certainly, attendance does matter for student achievement and if we want to reduce our literacy and numeracy tail, then we need to do something about attendance.

Aboriginal Education

The gap between the achievements of Aboriginal and non-Aboriginal students remains unacceptably large. This has been revealed by the 2005 WALNA results which confirm the trend that there has been no marked increase in the literacy and numeracy results for Aboriginal students over the last 30 years. This is despite the efforts of many dedicated teachers and administrators, a host of programs and substantial funding that has been made available to address the issue.

This year I will establish and chair a *New Directions in Aboriginal Education* Steering Committee to ensure a more focused and strategic approach.

School leaving age

The change to the leaving age is the biggest change to education in 40 years. The catch phrase '15 is too young to stop learning' provides the banner under which 16 year-olds this year and 17 year-olds in 2008 are required to stay in education, training or suitable employment.

We are well prepared for the change - over the past two years, each district has been actively engaged in developing District Education and Training Plans. I would like to congratulate all those involved in the preparation of the plans that creatively and sensibly address the realities faced by students in their localities.

Information kits for parents, schools, TAFE Colleges, private training providers and employers will be despatched over the next few days. They are also available on the web at www.det.wa.edu.au/schoolleavingage

Post-compulsory

I acknowledge the challenges related to the introduction of the new courses of study. The introduction of English is particularly significant in that it will involve all students in Year 11 and therefore all secondary schools. Teacher Development Centres are already in place for the courses to be introduced this year. In partnership with the Union, we have established a working group to carefully monitor English and to provide additional support where necessary.

By the end of first term, all secondary teachers will have completed Day 1 professional development. The professional development for Days 2-5 for the Phase 2 courses of study is being finalised and should now be with schools. Teacher Development Centres for the next 20 courses to be introduced will be established over the year in readiness for 2007.

This year we will also do some work in further developing our secondary profile, building on the success of schools specialising in fields of study and of course selective entry for Perth Modern School and John Curtin College of the Arts.

In closing, I would like to thank you and your colleagues for your ongoing commitment to public education and wish all staff the best for the 2006 school year.

PAUL ALBERT
DIRECTOR GENERAL

27 January 2006

MANAGEMENT OF GUEST PUPIL STATUS AND PENDING NOTICES OF ARRANGEMENTS

The extension of the school leaving age in 2006 now requires compulsory attendance or participation of students until the end of their 17th year. Students who choose an option other than attending school (e.g. TAFE, employment) complete a *Notice of Arrangements* which is sent by the parent to the Minister. Sometimes these Notices may remain pending (waiting approval) and the school is required to keep the student on their roll.

Once the *Notice of Arrangements* is approved a student is transferred from the Current Roll to the Former Roll. Whilst a *Notice of Arrangements* is pending, the student is not attending, or is under the notice and care of a Participation Coordinator, the school remains responsible for the enrolment and the student is counted as part of the school census (but not for staffing purposes e.g. unders and overs).

After discussions between the Participation Directorate, Behaviour Standards and Wellbeing Directorate and Student Information Management Systems a new process for the management of this situation has been developed. The new process is described below.

- The term "Guest Pupil" is to be changed to Participation List (March).
- The Guest Pupil (Participation List) is **only** to be used for Year 11 and 12 students.
- The Participation Unit will inform schools when a *Notice of Arrangements* is pending and will instruct schools to designate that the student be placed onto the Guest Pupil (Participation List).
- The Managers Participation determine any other students who might be placed on the list – this is monitored by the Managers Participation located in each District Office.
- District based Student Services staff will follow up when a Year 8, 9 or 10 student appears on the Guest Pupil (Participation List) – this may have attendance implications.
- Schools set attendance targets excluding students on the Guest Pupil (Participation List).
- SIS and Student Attendance Module (SAM) still collect all of the attendance data, but SAM allows schools to prepare reports minus the Guest Pupil (Participation List) students.

Should you have any questions please contact the Manager Participation at your District Office.

For assistance with technical aspects of managing the Guest Pupil (Participation List) within SIS please contact the Customer Service Centre on 9264 5555 or 1800 012 828 for regional callers.

DAVID ANSELL
DIRECTOR PARTICIPATION

Attendance Issue Answers

1. How do the different codes affect attendance statistics?

Only approved codes (M, E & W) are counted in attendance statistics (%), ie: all other codes are considered non-attendance.

2. Are there any new codes?

Yes there are 2 new codes added August 2008. (*SIMS website – Lesson Attendance- Lesson Attendance Release notes 2.45*). (The Fact Sheet on the website needs to be updated, we have updated it for our purposes).

'Y' Enforced Closure

'C' Cultural/Religious Reasons

3. How far back can you alter data?

Legislation requires the parents/guardians advise the school of the reason for the absence within 3 days of the absence commencing. Schools do accept notification outside this timeline, if it is 5 – 6 weeks outside it can be at the Principal's discretion whether to accept the reason and possibly can affect payments. Data CANNOT be altered in previous terms.

4. What is the difference between 'approved' and 'authorised' & 'unauthorised'?

Approved is displayed as 'I, E, M, W' no absence from school -the student may not be in class but is still considered to be in attendance at school.

Authorised is displayed by 'R, S C' absence is legitimate

Unauthorised is displayed by 'U, X, T' absence is not legitimate.

5. What is a 'resolved/unresolved' absence?

All but 2 absences are 'resolved' (The absence has been investigated and the correct code has been assigned). The 'U & X' are unresolved and require further follow up to ascertain what the correct code should be.

6. Abstudy Term Allowances – what affects it, when is it paid, eligibility for it and circumstances affecting entitlements?

- a) Abstudy Term Allowances- what affects it, when is it paid, eligibility for it and circumstances affecting entitlements?
- b) When a student leaves one school to go to another, whose responsibility is it to notify Centrelink?
- c) Do parents of JWC students need to advise Centrelink when students move to GSC?
- d) Students enrolling in a private school and parents on Concession card, is there any subsidy to assist with fees, uniforms etc?

7. Cultural/Religious Leave – What is an acceptable time?

Cultural/Religious Leave - 3 weeks is acceptable/reasonable timeline depending on the circumstances e.g. overseas travel.



Department of
Education and Training

Non-Attendance Indicator

The following chart highlights the impact of non-attendance over time. Viewed in this context, the implications of regular absenteeism are startling. The chart shows the cumulative effect of persistent non-attendance over the period of compulsory schooling.

Days absent	Total days	Number of terms	Number of years missed
1 day per week	451	9	2 years 1 term
1.5 days per week	676.5	13.5	3 years 1.5 terms
2 days per week	902	18	4 years 2 terms
3 days per week	1353	27	6 years 3 terms
5 weeks per term	1127.5	22	5 years 2 terms
Average 5 days per term	220	5.5	1 year 1.5 terms
Average 10 days per term	440	11	2 years 2 terms

EDUCATION AND TRAINING EXECUTIVES
DISTRICT AND AREA DIRECTORS
PRINCIPALS
MANAGERS, DISTRICT OPERATIONS
CENTRAL OFFICE MANAGERS

CHARGES FOR YEAR 11 AND 12 STUDENTS IN PUBLIC SCHOOLS

The current *School Education Act 1999, Regulations 2000 and Contributions, Charges and Fees* policy set out charges, contributions and costs that may be requested from parents towards the cost of providing an educational programme for students attending government schools. A voluntary contribution may be requested in the compulsory years of schooling for provision of materials, services and facilities up to a limit prescribed by the Regulations. The regulations set a maximum contribution of \$235 for secondary students in Years 8 to 10.

Students in the post-compulsory Years 11 and 12 are currently charged for courses included in their educational programme. Under the proposed legislative amendments for Raising the School Leaving Age, Year 11 and 12 students will continue to pay charges to cover the courses they undertake. These costs will be determined by principals and must be approved by the School Council. Parents must be advised of the level of charges by means of a schedule of charges for each course of study and activity.

The charges for Year 11 and 12 students will continue to be compulsory. Whilst action can be taken to recover outstanding costs if they are not paid, sensitivity is to be shown to the differing circumstances of individual students and families, with alternative means of payment being investigated for those who do not have an immediate capacity to pay. There are not grounds under the Act to exclude any student in Year 11 or 12 for non-payment of charges, other than adult or overseas students.

The *School Education Regulations* and the *Contributions, Charges and Fees* policy will be amended to clarify the procedures for Year 11 and 12 students from 2006. Principals will be advised when the amended policy becomes available on the Regulatory Framework.

PAUL ALBERT
DIRECTOR GENERAL

Attendance is All About Relationships

1. What is the legal age a child does NOT have to be at school?

Answer:

The *School Education Act 1999*, Sections 21 – 28, 30 – 33 and 40 state that:
“It requires compulsory aged students, as defined in the Act, to attend school, or participate in an educational program of a school, on the days on which the school is open for instruction unless an arrangement in writing has been entered into for a student”.

Put simply that says a student should be enrolled and attending school until:
End of the students 17th year

There are however, exceptions to the above, i.e.:

- A student is enrolled in an alternative education program
- A student is enrolled in a training program
- A student is in employment.

These exceptions require an Exemption from School until they are at the end of their 15th Year, and through the Participation Directorate a Notice of Arrangement until they are at the end of their 17th year.

A student may also be in a school/training/work experience program, where the school is responsible for their attendance, but the student is doing part time work/training and part time school.

2. What are the school's obligations if the students do not attend?

Answer:

Schools are required to keep accurate records of attendance twice a day.

Attendance records must be kept for a period of 7 years.

Absentee notices can be verbal or written and must be kept on file at the school for a period of 2 years. If absentee notices are recorded on the student's school records, they then must be kept for the life of the school record i.e. 25 years from date of birth or in the case of Aboriginal students for life.

Schools are responsible for developing and implementing an attendance monitoring and action system for consistent and effective identification and action for all students with attendance issues.

If a student's attendance rate falls below 90% over a ten week period (1 term), the school must further investigate the reasons why the student is not attending.

Schools are to use a case management approach for attendance issues. Schools must be mindful of consulting with all stakeholders, and accessing support from other community groups and agencies if required.

If the school has followed all the procedures and the student is not re-engaged, the school can send a Request for Service to the District Attendance Team to capacity build school staff and assist with direct involvement if necessary.

Schools must keep detailed records of all attempted and successful contacts with the parent/carer and of any intervention strategies implemented to restore attendance.

This information must be forwarded to the School Attendance Officer when a Request for Service is made.

Schools may formally refer a School Disciplinary Advisory Panel for Attendance if the non attendance issues are not resolved.

3. What are the parents obligations if their child does not attend?

Answer:

- It is the law that compulsory school-aged children must attend school or participate in an educational program of a school, on the days on which the school is open for instruction, unless a written arrangement has been entered into for the student. Education is compulsory for students until the end of the year in which they turn 17.
- Within 3 days of their absence parent/carer should provide the school with a reasonable explanation for your child's absence either verbally or by letter.
- If your child's attendance falls below 90% over a term, the school will contact you.
- If unsatisfactory attendance continues without adequate explanations, the school should invite you to a case conference, where a plan will be developed to assist you and your child to maintain satisfactory school attendance.
- A reasonable excuse is deemed to be cultural reasons, illness, death and school should be notified before taking student out of school.
- A parent can contact the school if they are going to be absent for an extended period and request work packages for their child
- If, despite all efforts made by the school and district staff your child's attendance is still unsatisfactory, the school or district has the right under the *School Education Act 1999* to proceed to prosecution for non-attendance. Taking the issue to the courts is only done as a last resort, in the interest of the adequate education and subsequent life opportunities of the child concerned.

4. What are the processes in place to make sure this all happens?

Answer:

- School is to demonstrate reasonable care and work with legal guardians to ensure attendance is regular.
- Schools have various resources to assist with non attendance, i.e. Improving Attendance – A resource package for schools, Behaviour Management, Enrolment and Attendance Policies, Mid West District Guidelines and Referral Process.
- Attendance data is collected, analysed and acted upon twice a year. This data provides the department with attendance statistics from each school. Attendance Statistics are divided into four categories of risk:
 - 0% - 59% At Risk – Severe
 - 60% - 79% At Risk – Moderate
 - 80% - 89% At Risk – Indicated
 - 90% - 100% Regular
- The school can request service from the district attendance team.
- The district attendance team will conduct home visits, case conferences similarly along the lines of the school processes.
- The district attendance team can be requested to convene a School Discipline Advisory Panel for a chronic non attender. The purpose of a panel is to bring together a group of people to consider the factors impacting or contributing to the lack of attendance and to develop a range of possible strategies and processes for the legal guardian and school to implement. School Discipline Advisory Panels are convened using approved community members and are conducted by a Community Chairperson. A Department of Education representative is also on the panel, and there is an Executive Officer to ensure all departmental requirements are met.
- Recommendations from a School Discipline Advisory Panels are made, and the Executive Officer ensures they are all met. Panels can be reconvened if non attendance continues and can lead to parent/carers being prosecuted for not providing their child with an education, however the Department of Education is committed to assisting the parent/carer in every possible manner to ensure their child

is attending school. Panels are guided by the Policies and Procedures of the Department of Education.