



Student Attendance School Based Procedure

RATIONALE

It is widely recognised that students need to attend school on a regular basis to gain the maximum benefit from schooling in order to optimise their life opportunities. It is also widely recognised that attendance problems are best managed by early identification and intervention. Improving student attendance is an important component of the school's procedures.

The School Education Act 1999 and the School Education Regulations 2000 requires compulsory aged students to attend school on the days on which the school is open for instruction, unless an arrangement in writing has been entered into with the Parents/Carers.

The School is responsible for accurately recording and monitoring the attendance of all students and for implementing strategies to restore attendance if there are issues. The attendance information that is held at the school, forms part of the required reporting process to both the State and Federal Governments.

At St Joseph's, attendance is recorded and checked twice each day. This is critical in ensuring all children who are meant to be attending school have arrived safely.

PROCEDURES




At St Joseph's Primary School, student attendance will be recorded at the commencement of each day by **9.00am** (to cater for the morning session) and at **11.45am** (to cater for the afternoon session). Attendance is marked in half-day increments. These increments being before and after **11.45am**.




If students arrive to school after 9:00am or leave before the conclusion of the day, a parent or guardian must sign them in or out through the front office.

Recording of Attendance & Absences

Attendance events must be recorded using the Online Attendance Portal provided through the CEWA's system wide preferred method through SEQTA.

The following icons will be used on SEQTA at St Joseph's:

CATEGORY	ICON	EXPLANATION
In Attendance		The student has been marked as being physically present at school.
Unresolved Absence		If a child is absent and we have not received an explanatory note/email.
Resolved Absence - Medical		Reason for absence is illness/injury and note/email/SMS has been received.

Resolved absence – Other		If a child is absent (other than illness/injury) and note/email/SMS has been received.
Late		If child arrived at school late. Can also be used when child leaves early in the afternoon. Please record in SEQTA the time of arrival/departure.
Camp/ Transition Days		For use in Year 4/5/6 only for the days that students are on Camp or participating in an education program off site.

Parents must inform the school and resolve all absences via email, written note or by SMS if their child is absent from school. These resolutions will be printed in hard copy and placed in the class's Absentee Note File.

Long Term or Ongoing Absences

In the event that ongoing absences are not explained via a parent or caregiver and where contact with the family has not been made possible via email or telephone, the relevant authorities will be consulted.

Resolution of attendance difficulties may require more targeted school-based strategies including;

- meeting with the student and parents to identify and implement strategies that will address the learning and support needs for the student.
- referral to the school Chaplain.
- development of a school-based attendance improvement plan with the student and parents requesting and sharing information and working collaboratively with other government or non-government agencies.

Staff are not required to provide work for students who are absent during the course of a term, when a parent or guardian has chosen to take their child out of school.

RESPONSIBILITIES

Teachers

Teachers have the responsibility of completing the SEQTA Attendance Register each day at two different intervals within the day.

- Teachers are to take the Attendance Register before 9:00 am and at 11:45 am. Specialist teachers must take attendance at these times during their lessons.
- Students who arrive to school after 9:00 am must be signed in through the front office, where any amendments to the class roll will be made.
- Teachers can resolve absences in SEQTA once written contact has been made by a parent or legal guardian. A note or email outlining reasons for a child's absence sent to school by a parent or legal guardian is to be initialled and dated by the classroom teacher and kept until the end of the year, when all hard copy absentee notes will be handed in to the Administration Officer for archiving.
- Teachers should notify the school principal if they notice a pattern of absences with any particular student so a meeting may be arranged with the family.

Attendance Officer

- At St Joseph's Primary, the Administration Officers take on the responsibility of the Attendance Officer.
- The Attendance Officer will monitor the completion of class attendance roles on SEQTA each day, communicating with class teachers and relief teachers as required.
- When parent contact is made to the front office regarding an absentee, the Attendance Officer will record the approved absence in SEQTA, inform the classroom teacher and provide a hard copy of the note, email or SMS to the classroom teacher for their records.
- The Attendance Officer will send out an SMS to parents regarding any unresolved absences by 9:15am each morning.

The Principal

- Ensure accurate records are kept for every student enrolled at the school for both morning and afternoon sessions including Kindergarten students.
- Ensure all attendance records are maintained and archived by the school.
- Send home attendance letters to families who have students whose attendance is below 90% at four intervals (week five of each term) throughout the year.
- Meet with families when school attendance becomes a concern to devise suitable strategies and support structures to increase school attendance.

Parents and Carers

Parents and caregivers are required to meet the following expectations:

- Ensure that their child attends school when required.
- Promote and provide organisational support to their child for full attendance and participation at the school on all designated school days.
- Ensure that their child arrives at school each day on time.
- Sign their child in and out of the front office if they arrive late and leave school early for any reason.
- Notification of a student's absence must be provided in writing. Parents should notify the school of their child's absence by signed note, SMS or email (admin@stj.wa.edu.au) as soon as possible on the first day of the child's absence.
- Notify the school in advance if an absence of any period is planned.
- Work cooperatively and collaboratively with the school to develop and implement improvement strategies when attendance has been inconsistent.
- Work cooperatively with the school in supporting the child to return to school and reintegrate after prolonged absence.
- Ensure that contact details for the child's family are correct and up to date.

This procedure is supported and informed by the CEWA Student Attendance Process and CEWA Student Attendance Guidelines (see attached).

Date of Last Review	Date of Next Review	Authorised By
2024	2026	Ashlee De Campo