



## ST MUNCHIN'S CATHOLIC SCHOOL

### Attendance Procedure

#### RATIONALE

It is a legal requirement of all schools in Western Australia to correctly record the attendance of students.

#### ATTENDANCE PROCEDURES

1. Attendance records need to be recorded twice per day, using the SEQTA platform. Morning attendance needs to be completed by 9.00am. If completed earlier, class teachers are to revisit it at 9.00am to ensure accuracy of records. Afternoon attendance needs to be completed before 2.00pm.
2. It is important that teachers mark attendance morning and afternoon as this ensures that all students that were present in the morning are accounted for in the afternoon.

#### Administration (Office):

##### Step 1:

At 9.30am, the Admin officer checks SEQTA. Any students with unexplained absence have their parents contacted by phone or SMS.

##### Step 2:

If an absence remains unexplained after 48 hours, the class teacher will make a follow up phone call(s) to the parent/legal guardian.

##### Step 3:

If an absence remains unexplained after the class teacher has attempted twice to make contact with the parents/guardians then Administration will follow up.

#### SCHOOL SEQTA ICONS

The school has decided to use the following SEQTA icons:

- Medical Reason - for absentee if a child is sick and note has been received
- Absent - If a child is absent and reason/note has not been provided.
- Resolved Absence - If a child is away (other than sick, such as holidays) and note has been received.
- Alternative Program - For children who attend outside programs e.g. Dance, Autism Association, Therapy (this is only if the student will be away for half days or full days).
- Late - If the child is late to school and you wish to keep a record of this. Camp Used for Year students when they go to camp.
- Unresolved Absence - Used if the parent has told you verbally that student will be away, but with a note to follow. Refer to Step 4.

- COVID-19 Mandatory - For students who tested positive or were Close Contacts to COVID-19 and were required to isolate.
- COVID-19 Parent – For students whose parents chose not to send their children to school for their own reason due to COVID-19 (e.g. did not want child wearing masks at school).

### **ACCEPTED FORMS OF RESOLVED NON-ATTENDANCE**

- Emails from parents/legal guardians with child's name, date and reason for absence. Signed off in the parents/legal guardian full name. If an email is sent to the Admin office they will process it and print off a hardcopy for teacher records.
- Note sent to school signed by parent/legal guardian containing the students name, date and reason for absence.
- Phone call or direct contact from the parent/legal guardian to class teacher or school administration. This must also be followed up with a note signed by the parents/legal guardian containing the students name, date and reason for absence.
- A SEQTA absentee note signed by parents/legal guardians stating reason for absence

### **TEACHER RESPONSIBILITY**

- Teachers have the responsibility of completing the attendance register on SEQTA twice a day
- In the event of an unresolved attendance, teachers are required to follow up with parents/legal guardians on the reasons.
- If parent/legal guardian are unable to provide a suitable reason for absence, it must be noted for future reference and accountability.
- Teachers must keep all absentee notes, in date order, in a folder.

### **LATE STUDENTS**

Lateness is defined as any time that a student arrives at school after 8.45am. All students who arrive late need to present to the Admin office. Student name and time of arrival is recorded on the school iPad attendance register in the Admin office.

### **EARLY DEPARTURES**

Students who leave school early need to be signed out on the iPad attendance register in the administration office by their parents/legal guardians. The parents/guardians will receive a card to deliver to the class or duty teacher, which is proof the student has been signed out. On occasion, the administrative staff may page a student to the office.

### **EXTENDED ABSENCES**

Principal must be notified for student absences during a school term of one week or longer. Parents/legal guardians to complete notification form. (Appendix 2 – Leave of Absence)

### **PROCESS FOR RESTORING ATTENDANCE**

When a student's absence (below 85%) or continued lateness is identified as a concern, staff should intervene according to the following procedure using a case management approach:

When a child's attendance drops below 90% without professional medical reason or authorised extended leave (but not below 80%), the classroom teacher is responsible for contacting the parents to advise them that their child's attendance at school is below 90%. This is documented by the teacher.

When a student's attendance falls into the Moderate category of 60-79%, the classroom teacher is to inform the Leadership Team. The Leadership Team will contact the parents to advise them of their child's attendance data. - A meeting will be requested to discuss ways the school can provide support and assistance to ensure the student is attending school on a regular basis. An action plan is to be developed and signed by the classroom teacher, parents and Leadership Team member. The Leadership Team will liaise with any of the following, pending each individual's requirements; the Class Teacher, School Counsellor or Psychologist.

When a student's attendance falls into the severe category of below 60%, the classroom teacher is to inform Leadership Team who will contact the parents to advise them that their child's attendance at school is the category of Severe Educational Risk. - Another meeting will be requested to discuss the action plan and any recommendations from CEWA Psych services or other involved agencies. The school will continue to engage with CEWA Psychologist for any further recommendations.

Parents/guardians (and students as appropriate) should be fully supported to attend and participate in the formal meeting. Reasons for failure to comply with attendance requirements should be explored, including any social, cultural, lingual, economic, geographic or learning difficulties involved.

During the formal meeting, the Principal should give the parent the opportunity to explain why the strategies previously attempted have not been successful. Further strategies to improve attendance should be agreed on. The Principal will explain during the formal meeting that if attendance does not improve to an acceptable level of 85% or more, the situation will be reported to CEWA.

APPENDIX:

- Student Attendance – Guidelines for Your School (CEWA, 2021)
- Student Attendance – Resources (CEWA, 2021)