

St John's Primary School

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To Be Reviewed: 2021

Attendance and Non-Attendance Policy and Procedure



*St John's Primary School, as part of the Catholic faith community,
strives to provide a caring, compassionate and supportive environment,
where each person is valued and encouraged
to develop to his/her full potential.*



ATTENDANCE POLICY

Rationale

Correct recording of student attendance is a legal requirement for teachers in schools in Western Australia.

Attendance Procedures

At St John's School, attendance records of students will be taken at the commencement of each day before 9.15am (to cater for the morning session) and before 1:30pm (to cater for the afternoon session). Attendance is marked in half day increments. These increments being before and after 12:45pm.

Attendance notifications must be recorded using the online attendance portal provided through the Catholic Education of WA's system wide preferred method through SEQTA.

Accepted Forms of resolved non-attendance reasoning

The following methods of non-attendance reasoning will be accepted by the Teacher at St John's Primary School.

- a) an email sent to the students Teacher or St John's Admin. This must contain the writer's full name, date and a reason for the absence. (THIS IS THE PREFERRED METHOD)
- b) a note sent to school signed by a parent or legal guardian containing the writers full name, date and reason for absence.
- c) direct contact or telephone call from a parent or legal guardian to the class teacher or school administration, however, this **must** be followed up with a note signed by a parent or legal guardian.

Teacher Responsibility

Teachers have the responsibility of completing the Attendance Register each day at two different intervals within the day. Teacher Assistants will take responsibility for completing this information when the teacher deems it necessary.

In the event that no reason is provided for an absence, teachers are required to follow up with parents or guardians on the reasons according to the *Accepted Forms* listed above. The inability of parents to provide a suitable reason for absence must be noted for future reference and accountability of the teacher.

Students who arrive late to school must be processed through the front office. The parent/guardian will complete the sign in register. The student will receive a Blue Student Card, which is proof that the child has been processed through the front office. *These cards must be given to the Teacher, where any amendments to the class roll will be made.*

Teachers are able to resolve absences once contact has been made by a parent or legal guardian through the classroom. A note 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 Administration for archiving.

A parent or guardian may phone the office to notify that the student is absent for the day. The Administrative Officer will contact the Teacher who will make changes to online class attendance record. The Teacher will also follow up with parents or guardian on the reasons for student absence according to the *Accepted Forms* listed above.

Teachers are to make contact with the parent or guardian if they wish to resolve an absence which is greater than 2 days. A note by a parent or guardian must still be presented to the classroom teacher.

Relief Teacher Procedure

The Assistant Principal or class teacher in charge of organising relief, in collaboration with the Administration Officer, is to ensure that a hard copy of the class list is made available to the relief teacher for attendance purposes. The class list is to be sent to the office before 9.15am. The list is processed through the front office immediately and returned to the class for the teacher to provide the afternoon attendance information.

Attendance Office Responsibility

The attendance officer holds the responsibility of checking that class attendance has been recorded twice daily, after 9:15am and 1:30pm for all classes at school on each given day.

The attendance officer will check the Admin emails after 9:15am for any parent notifications of absences and will then record this on SEQTA as resolved absences.

An SMS will be sent by the Attendance Officer after 9:15am each morning to all parents whose children are recorded as being absent that day without any notification.

Non-Attendance Procedures

- Parents will be notified by SMS after 9:15am each morning if their child is absent without notification.
- Absentee Reports will be printed by Teachers and then absences will be followed up (emails, phone messages, signed notes etc.)
- Absentee follow-up letters are printed by Teachers and sent home to parents.
- If no reason for absence, the Teacher will contact the parents notifying them that their child has an unexplained absence daily.
- If the class teacher notices a pattern of absence for any student, then Principal is notified.

