



# St Columba's School Bayswater

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## Attendance and Non-Attendance Policy

### VISION STATEMENT

St Columba's Primary School aims to foster the total development of each individual, within a loving community, that is totally committed to supporting the Catholic faith, principles and ideals within the framework of the Mercy Values.

Art Lombardi                      19 January 2018

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## **Rationale**

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

## **Attendance Procedures**

- At St Columba's School, attendance records of students will be taken at the commencement of each day before 9am (to cater for the morning session) and before 2pm (to cater for the afternoon session).
- Attendance is marked in half day increments. These increments being before and after 12pm.
- Attendance notifications must be recorded using the online attendance portal provided through the Catholic Education of WA's system wide preferred method, SEQTA.

### **Step 1:**

At 9.00 am the admin officer checks SEQTA. Any students with unexplained absence have their parents contacted by SMS.

### **Step 2:**

If no response from the parent by 9.45am another SMS is sent.

### **Step 3:**

If no response from the parent by 10.15am the admin officer makes phone calls to parents and emergency contacts to ascertain reason for absence.

### **Step 4:**

If there is no contact at this point an email is sent to the parent explaining the steps taken to make contact and for the parent to contact the school immediately.

**NOTE:** Follow up letters are sent on the Monday of each week for any unresolved absences from the previous week.

## **Accepted Forms of resolved non-attendance reasoning**

The following methods of non-attendance reasoning will be accepted by St Columba's Primary School:

- an email sent to the students Teacher or St Columba's Administration. This must contain the writer's full name, date and a reason for the absence. (THIS IS THE PREFERRED METHOD)
- a note sent to school signed by a parent or legal guardian containing the writers full name, date and reason for absence
- direct contact or telephone call from a parent or legal guardian to the class teacher, absentee line or school administration (stating child's full name, parents full name, date and reason for absence), 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.
- A note outlining reasons for a child's absence sent to school by a parent or legal guardian is to be forwarded to the administration. All hard copy absentee notes will be kept by the class teacher until the end of the year, when they are archived.
- A parent or guardian may phone the office to notify that the student is absent for the day. The Administrative Officer will update SEQTA with this information. This absence still must be followed with a signed note.

### **Late Students**

Students who arrive late to school must be processed through the front office. The parent/guardian will complete the sign in/out register in the administration. The student will receive a note to deliver to the teacher, which is proof that the child has been processed through the front office.

### **Early Departures**

Students who leave school early must be processed through the front office. The parent/guardian will need to complete the sign in/out register in the administration. The parent will then receive a note to deliver to the teacher, which is proof that the child has been processed through the front office.

### **Extended Absences**

If a child is to be away for longer than a two-week period, permission must be sought from the Principal in the form of a signed letter. Once permission is granted, the letter will be forwarded to the administration, where the details will be recorded in SEQTA.

It is the parent's responsibility to ensure the student keeps up-to-date with reading and online programs such as Mathletics and Reading eggs. No additional work will be provided by the classroom teacher. Parents may elect for their child to complete a diary or blog during their absence.

### **Unexplained Long-Term Absences**

If a student has been away from school for longer than a week, without an approved explanation and no contact from parents or guardians, then the school will contact the 'Absentee Officer' at the Education Department for follow-up processes to be implemented. The school must have ensured the process for unexplained absence has been followed up every day of that week before making contact with the Education Department.