

ASSUMPTION CATHOLIC PRIMARY SCHOOL



School Attendance Procedure

EFFECTIVE DATE:	April 2022
DATE LAST UPDATED:	March 2023
FREQUENCY OF REVIEW:	Every Two Years
DATE FOR REVIEW:	April 2024

INTRODUCTION:

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

At Assumption Catholic Primary School, attendance records of students will be taken at the commencement of each day before 9.00 am (to cater for the morning session) and 12.00 pm (to cater for the afternoon session). Attendance is marked in half day increments. These increments being before and after 12.30 pm.

Attendance events must be recorded using the online Attendance Portal provided through the CEWA Ltd preferred method through SEQTA.

RATIONALE

In Catholic education, Christ is the foundation. All members of the Assumption Catholic Primary School community are committed to providing each child with the desire and opportunity to reach his/her highest potential: spiritually, emotionally, intellectually, and physically, in an environment which reflects strong Christian values.

Regular attendance at school is fundamental to student learning. Low school attendance has been linked with many negative outcomes for students. Persistent non-attendance requires additional resources to re-engage students in schooling and to catch up on missed learning. Truancy can place a student in unsafe situations and impact on their future employability and life choices.

The School Education Act 1999 requires compulsory aged students to attend school or participate in an educational program of a school. Each parent of a child who is of compulsory school age has the legal obligation to ensure their child is enrolled and attends school, on every school day for the educational program in which the child is enrolled, unless the parent has a reasonable excuse. Principals are to record/monitor student attendance and use strategies to restore attendance if needed. Assumption Catholic Primary School monitors and manages student attendance in order to maximise the opportunities of all students to learn.

To access the full curriculum, and give children the best chance of success, Catholic Education WA recommends the rate of 90% - 100% 'Regular Attendance'. When attendance falls below this level it indicates a student may be at risk of not reaching their full potential. The chart below summarises the impact of low attendance on student learning.

Period of Absence (Years 1 – 10)	Rate of Attendance	Equivalent School Missed	Level of Educational Risk
Average of 5 days per term	90%	1 year	Classified as regular attendance
1 day per week	80%	2 years	Indicated At-Risk
1.5 days per week	70%	3 years	Moderate Risk
2 days per week	60%	4 years	Moderate Risk
3 days per week	50%	5 years	Severe Risk
5 weeks per term	50%	6 years	Severe Risk

PRINCIPLES

The principal will:

- ensure accurate records are kept for every student enrolled at the school for both morning and afternoon sessions including Kindergarten students.
- ensure a student's absence was authorised or unauthorised.
- ensure all attendance records are maintained and archived by the school.

The school will:

- request a reason for a student's absence be provided to the principal's satisfaction.
- investigate when a student's attendance is below 90%.
- organise a parent/teacher meeting at the earliest opportunity to identify issues concerning the student's absence; plan improvement strategies; and include identified attendance improvement strategies in a documented plan.

ACCEPTED FORMS OF RESOLVED NON-ATTENDANCE REASONING

The following methods of non-attendance reasoning will be accepted by the Attendance Officer at Assumption Catholic Primary School.

1. An email sent to the Attendance Officer through the email address: admin@assumption.wa.edu.au This must contain the writer's full name, the name of the student who is absent, the duration of the absence and the reason for the absence.
2. Online absentee form via the school website. (THIS IS THE PREFERRED METHOD)
3. A note sent to school signed by a parent or legal guardian.
4. Direct contact from a parent or legal guardian, however, this **must** be followed up with a note signed by a parent or legal guardian.

TEACHERS' RESPONSIBILITY

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

Teachers are required to follow up with parents or guardians on the reasons for student absence 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, (signed in through the dedicated student in/out iPad) where any amendments to the class roll will be made. The student will receive a Late Note, which is proof that the student has been processed through the front office. Late Notes must be collected by the teacher and handed in with the absentee notes at the end of each term. If a child is consistently late, the teacher will contact the parent to discuss the issue.

Teachers can resolve absences once written 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 term, when all hard copy absentee notes will be handed in to the Assistant Principal Administration for archiving.

Teachers can contact the Attendance Officer if they wish to resolve an absence which is greater than 5 days. This is due to the restrictive nature of permissions provided to the teacher through the software. A note by a parent or guardian must still be presented to the classroom teacher, however, the multiple days resolution can be communicated to the Attendance officers through direct contact or email which includes all relevant information.

The Attendance Officer will run the incomplete roll report every fortnight and notify teachers.

Assistant Principal, at least once a term, will evaluate attendance registers have been completed and absences resolved. The principal will be advised of teachers not maintaining their register.

Teachers must inform the Assistant Principal Administration when a student's attendance rate is below 90%. The assistant principal will investigate the reasons for the absence and send home an attendance note. The Assistant Principal will monitor attendance. Should the attendance not improve, a further meeting will be organised between the Principal and the parent.

RELIEF TEACHER PROCEDURE

The Assistant Principal oversees organising relief in collaboration with the Teacher and is to ensure that a hard copy of the class list is made available to the relief teacher for attendance purposes. There will also be a class list located in the relief

files that are in each class. The class attendance is to be checked by the relief teacher and is to be sent to the office by 9.00 am indicating attendance for the class. The classlist will be sent to the office in the class tray. This list is processed through the front office immediately and returned to the class for the teacher to provide the afternoon attendance.

ATTENDANCE OFFICER RESPONSIBILITY

Assumption Catholic Primary School has appointed its Administration Officers as Attendance Officers. Changes to online class attendance records will be made by the Attendance Officers based upon parent or guardian contact at the front office. Communication with teachers on information received will be made when deemed necessary.

Attendance Officers will monitor the completion of the Attendance Roll for the two time periods during each day. Contact will be made with classes who have not complied with the school requirements.

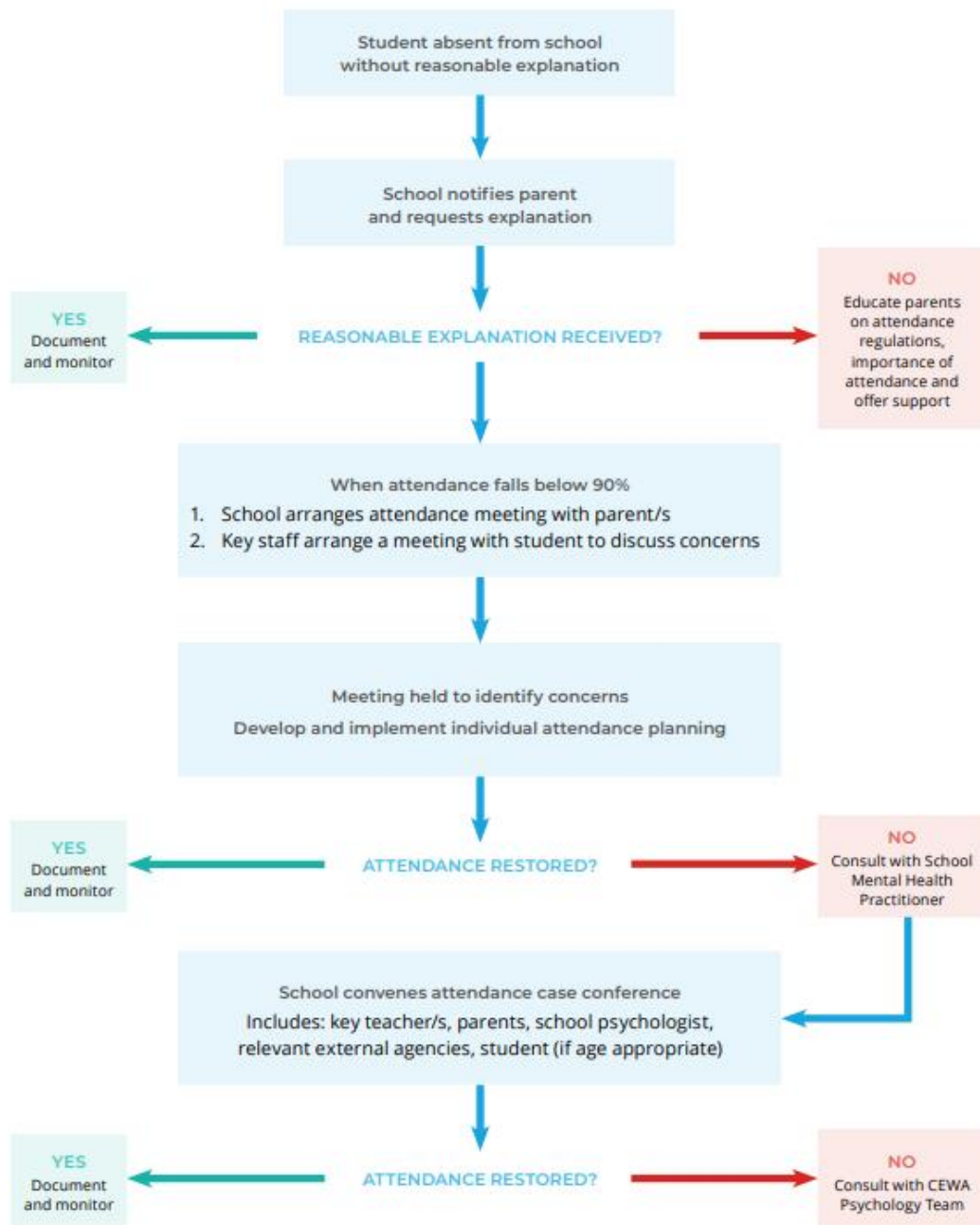
ASSUMPTION CATHOLIC PRIMARY SCHOOL NON ATTENDANCE PROCEDURES

- Absentee reports printed and then absences followed up by the teacher, weekly. (emails, phone messages and signed notes etc)
- Where absence has not been resolved in writing, absentee follow-up letters are printed weekly and sent home to parents.
- If no reason for absence, an SMS is sent to parents notifying them that their child has an unexplained absence daily.
- If the class teacher notices a pattern of absence for any student, the teacher contacts the parent to discuss and documents the discussion on SEQTA. This includes an attendance rate of less than 90%. If the pattern continues, the teacher notifies Administration.
- Each term a Statistical Report on Student Attendance is sent to the Assistant Principal, who then sends a letter to the parents of any students with an attendance of under 90% requesting a reason for the child's poor attendance.

LONG TERM ABSENTEEISM

Assumption Catholic Primary School will ensure that where the school has been unable to locate a student within 20 days of the start of an absence and the parent/s cannot be contacted, the Principal will regard the student as missing and contact the Student Tracking Coordinator at the Department of Education Western Australia.

Student Non-Attendance Flow Chart



Reviewed:
2022
2023

Next Review:
2024