

ASSUMPTION CATHOLIC PRIMARY SCHOOL



School Attendance Procedure

EFFECTIVE DATE:	April 2022
DATE LAST UPDATED:	March 2024
FREQUENCY OF REVIEW:	Every Two Years
DATE FOR REVIEW:	April 2026

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 12.00 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 maximize 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 (0.5 day per week)	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	40%	6 years	Severe Risk
5 weeks per term	50%	5 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.
3. SEQTA Engage Absences. **(THIS IS THE PREFERRED METHOD)**
4. A note sent to school signed by a parent or legal guardian.
5. 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.

1. Teachers are to take the Attendance Register before 9am and at 12pm. Specialist teachers must take attendance at these times during their lessons.
2. Students who arrive to school after 8.45am must be processed through the front office, (signed in through the SEQTA Kiosk) where any amendments to the class roll will be made. The student will receive a docket, which is proof that the student has been processed through the front office.
3. Dockets must be presented to the teacher; and then destroyed, not collected and stored.
4. Teachers can resolve absences once written contact has been made by a parent or legal guardian. 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.
5. 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.
6. Class teachers must check their student attendance percentage in week five and week nine of each term. If a pattern of absence for any student is noticed, the class teacher contacts the parent to discuss, and documents the discussion on SEQTA.
7. Teachers must meet with parents when a child's attendance rate is less than 90%. This meeting must be documented on SEQTA. If the pattern continues, the teacher notifies Assistant Principal (Administration).

8. The Assistant Principal (Administration) will monitor attendance. Should the attendance not improve, a further meeting will be organised between the Assistant Principal (Administration) and the parent.
9. Assistant Principal (Administration), at least twice a term, will ensure attendance registers have been completed and absences resolved. The Principal will be advised of teachers not maintaining their register.

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 class list 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

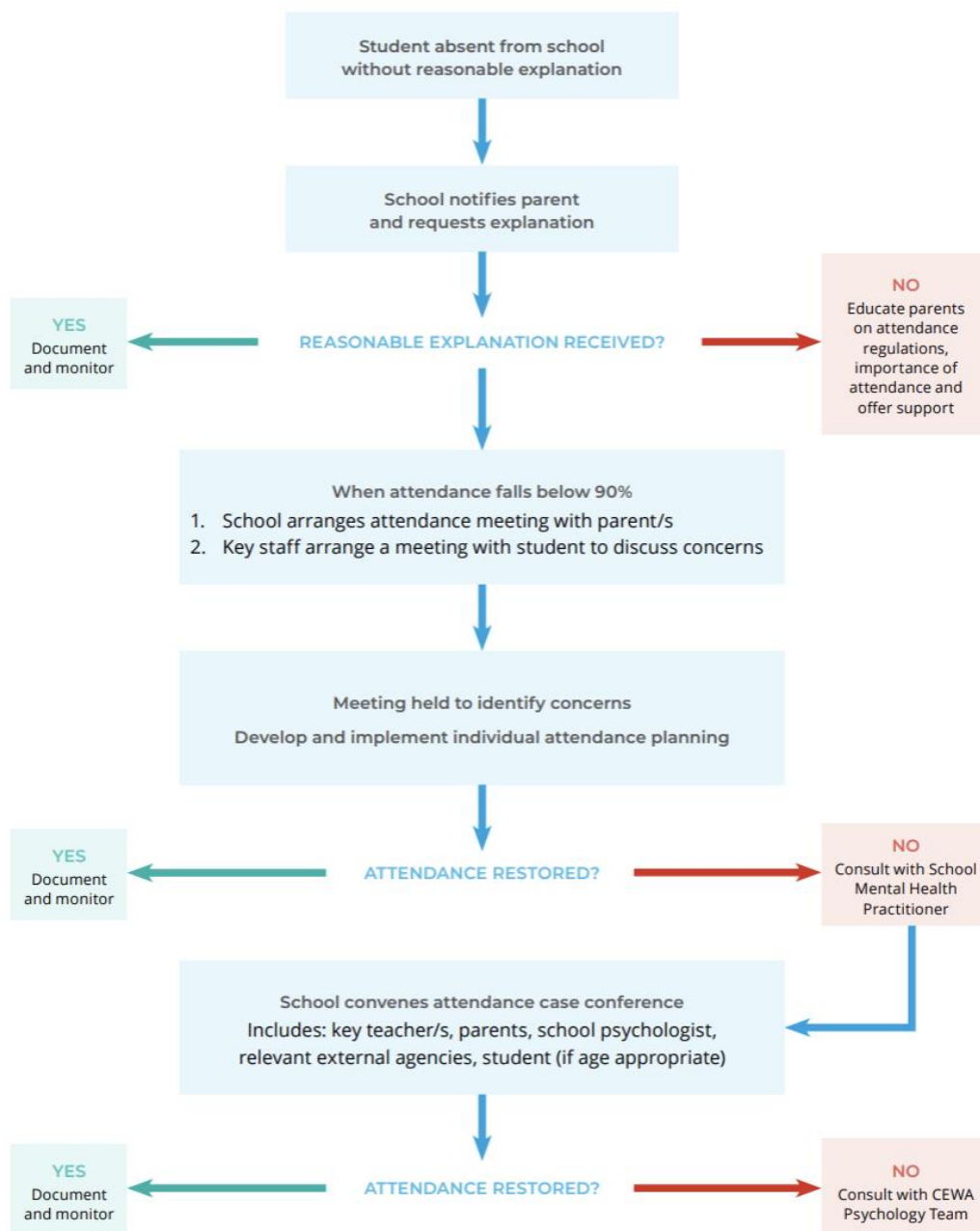
- If no reason for absence is received by 9am, a daily SMS is sent to parents notifying them that their child has an unexplained absence.
- Where absence has not been resolved in writing, absentee follow-up letters are emailed to parents weekly by the Attendance Officer
- Class teachers must check their student attendance percentage in week five and week nine of each term. If a pattern of absence for any student is noticed, the class teacher contacts the parent to discuss, and documents the discussion on SEQTA.
- Teachers must meet with parents when a child's attendance rate is less than 90%. This meeting must be documented on SEQTA. If the pattern continues, the teacher notifies Assistant Principal (Administration).
- Twice termly (week five and nine) 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.

June 2021

Student Non-Attendance Flow Chart



Reviewed:

2022

2023

2024

Next Review:

2026