Attendance Policy

1. Attendance needs to be marked twice per day, using the SEQTA platform. - Morning Attendance needs to be done by 9.15am. - Afternoon Attendance needs to be done when children return from lunch.

2. It is important that teachers mark attendance morning and afternoon as this ensures that all children that were present in the morning are accounted for in the afternoon.

3. If Parents notify the office of an absence, it will be marked for class teachers and a copy will be stored in Teams/Absentees.

4. The Administrator will check your Attendance at 9.30am each day and contact parents if there are any unexplained absences.

5. Once a month follow up letters will be given to teachers to give to parents for any unexplained absences.

6. The school has decided to use only the following icons:

    Medical Reason - for absentee is that the child is sick and note has been received.

    Absent - If a child is absent and we don't have any reason/note.

    Resolved Absence - If a child is away (other than sick) and note has been received.

    Alternative Program - For children who attend outside programs e.g. Dance, Telethon Speech & Hearing (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 - This is used for Year 5 and 6 students when they go to camp.

    Unresolved Absence - This can be used if you have been told verbally by parent that student will be away but need to be follow up with note. Administration may use this if we have made contact with parent but still waiting for note.

7. Emails from parents with child's name is an acceptable form of note. It is preferred that parents have their name and address on the email. First preference is the online absentee form located on the school website.

8. Teachers must keep all Absentee Notes, in date order, in a folder. Electronic messages will be stored in Teams/Absentees.

9. The Assistant Principal will check and sign off on an absentee report for each class at the end of each term.

PROCESS FOR RESTORING ATTENDANCE

When a student's absence is identified as a concern (below 90%), staff should intervene according to the following procedure.

Consultation Phase

During the consultation phase, the Principal/Assistant Principal/Classroom Teacher should meet with the student and parent(s) to investigate the reasons for absences;
- identify issues concerning the absences; and
- develop attendance improvement strategies. These strategies should be saved in SEQTA.

During this phase, when deemed necessary, the principal should:
- consult with the school social worker
- consult with appropriate staff in the education regional office (which may include the school psychologist) or from the network for advice and assistance in appropriate strategies for attendance improvement; and
- work collaboratively with the student's family and other agencies to restore regular attendance.

Formal Meeting

The Principal/Assistant Principal should convene a formal meeting with parent(s) when it is determined that school-devised strategies and supports undertaken in the Consultation Phase have been exhausted and not resulted in any improvement to attendance.

Parents (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 upon.

The Principal will explain during the formal meeting that if attendance does not improve, the situation will need to be reported to Catholic Education Western Australia.