



ATTENDANCE GUIDELINES

Sources of Authority	
CECWA Policy	Community
Executive Directive	Student Safety, Wellbeing and Behaviour

Objective

The Executive Directive – Student Safety, Wellbeing and Behaviour guides the creation of cultures of safety and wellbeing where students feel safe and can flourish in their learning and development.

Rationale

The Education Act mandates that all children of primary age attend school. Other things being equal, time spent learning face-to-face at school is the single biggest factor in learning success. Parents are encouraged not to allow students to miss school unnecessarily as most instruction is sequential and lost lessons may be difficult for children to make up.

St Columba's School monitors and manages student attendance in order to maximise the opportunities of all students to learn.

Definitions

AUTHORISED ABSENCE

An absence where the reason provided by the parent is considered to be legitimate and deemed acceptable by the Principal.

PARENT

In relation to a child, means a person who at law has responsibility for the long-term care, welfare and development of the child; or the day-to-day care, welfare and development of the child.

Principles

St Columba's School will keep accurate attendance records for every student enrolled at the school the school is able to reproduce a written form record whether a student's absence was authorised or unauthorised:

- present for a half day when the student has attended at least two hours of instruction present if they are on a school-approved activity or attending off-site.

- retain attendance records in accordance with the School Education Regulations 2000 and the Retention and Disposal Schedule for Department of Education School, College and Campus Records.
- retain documentation of all contact and intervention strategies implemented in addressing a student's absence.
- include the attendance data of every student enrolled in response to requests for school attendance data (for example, participation in the Attendance Data Collection).
- request a reason for a student's absence be provided to the Principal's satisfaction PROCEDURES.

RECORDING ATTENDANCE

1. Classrooms open at 8.30am with classes starting at 8.40am. Students should be in their classroom by the 8.40am bell.
2. Students arriving after 8.40am must sign in at the office and take a Pass to the class teacher. If students arrive late to class without a Pass, teachers should remind students that their parent must sign them in at the office if they are late. Parents receive a txt message notifying them that their child was away for the role call.
3. Teachers will mark students absent or present by 9.00am on SEQTA. Teachers will also mark the roll when class recommences after lunch.
4. Parents are asked to notify the school if their child will be absent via the Absentee form on the school website or by the absentee line (9208 2711) by 9.00am. If verbal notification has been given, either directly or on the Absentee Line, this must be followed by written notification, via note or email, on the child's return to school.
5. Parents planning an extended absence from school (e.g. holiday) are required to send in a written explanation to the Principal via email at admin@stcolsbays.wa.edu.au, before departure - a month in advance if possible.
6. Notified absences are recorded on SEQTA by the Administration team.
7. The Administration team will send an SMS message to the parents of students who are absent without notification before 9:30am.
8. Every week, the Administration team will send a follow-up letter to the parents of all students who have been absent without written notification.

PERSISTENT NON-ATTENDANCE PROCEDURE

1. When a student's attendance is below 90% or is identified as a concern, the class teacher will contact the parents to investigate the reasons for the student's absence and/or help develop and implement strategies for improved attendance.
2. If student attendance does not improve to a point where it is no longer a concern, a formal meeting with the parents will be requested by the Leadership team.
3. The Principal will document all intervention strategies used to address a student's absence, so that, should it become necessary to proceed to prosecution, it can be clearly established that all reasonable practicable steps to restore attendance have been taken.
4. Where persistent absence persists, the Principal will contact the School Attendance Officer at the Department of Education's Regional Office.

Student Non-Attendance Flow Chart

