



# **St FRANCIS OF ASSISI CATHOLIC PRIMARY** **SCHOOL**

## **ATTENDANCE and NON-ATTENDANCE POLICY**

### **Vision Statement**

*St Francis of Assisi Catholic Primary School aspires to be a community where each individual is respected as uniquely gifted creations of God where all are encouraged to grow in faith, love, knowledge and service to others in the light of the Gospels.*

### **RATIONALE**

It is a legal requirement of all schools in Western Australia to correctly record the attendance of students.

### **ATTENDANCE PROCEDURES**

1. Attendance records need to be recorded twice per day, using the SEQTA platform. Morning attendance needs to be completed by 8.35am. If completed earlier, class teachers are to revisit it at 8.35am to ensure accuracy of records. Afternoon attendance needs to be completed before 2 pm.
2. It is important that teachers mark attendance morning and afternoon as this ensures that all students that were present in the morning are accounted for in the afternoon.

Administration (Office):

#### **Step 1:**

At 9.30am, the Admin officer checks SEQTA. Any students with unexplained absence have their parents contacted by SMS. (Both parents/legal guardians, will be sent an SMS message unless other arrangements such as court orders are in place)

#### **Step 2:**

If an absence remains unexplained after 48 hours, the class teacher will make a follow up phone call(s) to the parent/legal guardian.

#### **Step 3:**

If an absence remains unexplained after the class teacher has attempted twice to make contact with the parents/guardians then Managing Students Concerns (MSC) team will follow up for students flagged as MSC.

#### **Step 4:**

Once a fortnight class teachers send a follow up SEQTA letter to parents for any unresolved absences.

The school has decided to use the following SEQTA icons:

Medical Reason - for absentee if a child is sick and note has been received.

Absent - If a child is absent and reason/note has not been provided.

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

Alternative Program - For children who attend outside programs e.g. Dance, Autism Association, Therapy (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 - Used for Year 6 students when they go to camp.

Unresolved Absence - Used if the parent has told you verbally that student will be away, but with a note to follow. Refer to Step 4.

## **ACCEPTED FORMS OF RESOLVED NON-ATTENDANCE**

- Emails from parents/legal guardians with child's name, date and reason for absence. Signed off in the parents/legal guardian full name. If an email is sent to the Admin office they will process it and print off a hardcopy for teacher records.
- Note sent to school signed by parent/legal guardian containing the students name, date and reason for absence.
- Phone call or direct contact from the parent/legal guardian to class teacher or school administration. This must also be followed up with a note signed by the parents/legal guardian containing the students name, date and reason for absence.
- A SEQTA absentee note signed by parents/legal guardians stating reason for absence

## **TEACHER RESPONSIBILITY**

- Teachers have the responsibility of completing the attendance register on SEQTA twice a day
- In the event of an unresolved attendance, teachers are required to follow up with parents/legal guardians on the reasons.
- If parent/legal guardian are unable to provide a suitable reason for absence, it must be noted for future reference and accountability.
- Teachers must keep all absentee notes, in date order, in a folder.

## **LATE STUDENTS**

Lateness is defined as any time that a student arrives at school after 8.35am. All students who arrive late need to present to the Admin office. Student name and time of arrival is recorded on the school iPad attendance register in the Admin office. The students will be given a card to hand to the class teacher, which is proof they have been to the office. Admin staff will adjust records on SEQTA.

Teachers who notice repeated students lateness of 3 days or more in a week will send home pro forma notification letter (Appendix 1 – Late Absence Letter) for parents to sign and acknowledge. If it occurs again the following week, a meeting will be called with the parents/legal guardians and child(ren). Refer to Process for Restoring Attendance.

## **EARLY DEPARTURES**

Students who leave school early need to be signed out on the iPad attendance register in the administration office by their parents/legal guardians. The parents/guardians will receive a card to deliver to the class or duty teacher, which is proof the student has been signed out. On occasion, the administrative staff may page a student to the office.

## **EXTENDED ABSENCES**

Principal must notified for student absences during a school term of one week or longer. Parents/legal guardians to complete notification form. (Appendix 2 – Leave of Absence)

## **PROCESS FOR RESTORING ATTENDANCE**

When a student's absence (below 85%) or continued lateness is identified as a concern, staff should intervene according to the following procedure using a case management approach:

### **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 are to be saved on 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)/legal guardian 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/guardians (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 on.

The Principal will explain during the formal meeting that if attendance does not improve to an acceptable level of 85% or more, the situation will be reported to CEWA.

