



## Student Attendance Procedure

### SOURCES OF AUTHORITY

CEWA Policy	Community
Executive Directive	Student Safety & Wellbeing

#### **AIM**

Consistent, accurate and correct recording of student attendance is a legal requirement for teachers in schools in Western Australia. St Joseph's School monitors and manages student attendance on a regular basis in order to ensure students are attending school consistently to maximize the opportunity for all students to learn.

#### **SCOPE**

All students enrolled at St Joseph's School

#### **DEFINITIONS**

Accepted forms – The following methods of non-attendance reasoning will be accepted by St Joseph's School, Northam.

- An email sent to the school's email address [admin@sjsnortham.wa.edu.au](mailto:admin@sjsnortham.wa.edu.au)
- An Absentee Notification –via the school App or School website
- An email sent to the classroom teacher's CEWA email address.
- A written or typed note sent to school, signed by a parent or guardian.
- Direct contact from a parent or guardian: however, this must be followed up with a note signed by a parent or guardian, or an email.

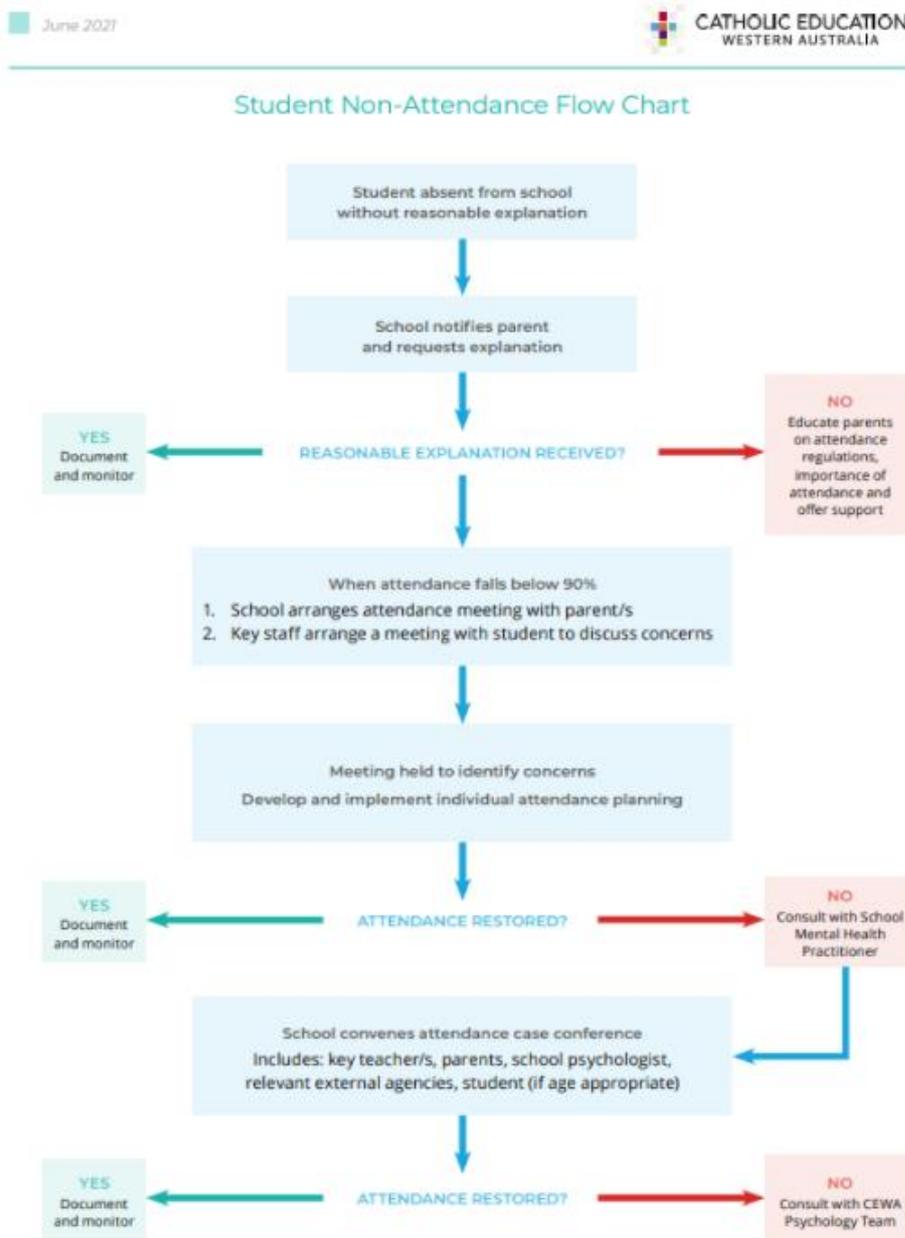
All absentee communication (including notes and emails) from parents or guardians must include the following details:

- The name of the student
- The class of the student
- The reason for the absence
- The full name of the parent or guardian at the end of the message

#### **PROCEDURES**

- Staff at St Joseph's School use SEQTA software to record attendance. The aim of this procedure is to know who is at school, who is absent and for parents to know the whereabouts of their children.
- Students who arrive late to school (after 8:45am), or leave early, must be processed through the front office. This is done by parents/guardians 'signing in/out' their child in the office.
- The Primary attendance is taken and data is to be entered into SEQTA between 8:45 and no later than 9:00 am each morning and again at 1:30 pm after the lunch break.
- The Secondary attendance is taken and data is to be entered into SEQTA for Homeroom and all six periods of the day.
- Parents whose child will not be at school that day are to contact the school between 8am and 9.15am stating the name, class, reason for absence and expected day of return. Parents are able to also email the information to [admin@sjsnortham.wa.edu.au](mailto:admin@sjsnortham.wa.edu.au) or complete the Absentee form on the school website or School Ap. Parents expecting multiple days away are not expected to ring every day.
- Primary teachers may amend the roll until 9:00am. Students arriving after 9:00am are to report to the front office, sign in the register as late and on the primary campus, take a green card back to the teacher. Secondary students arriving after 8:50am should go straight to Reception to sign in.
- The Administration staff will act as the Attendance Officers. Any information received by the front office regarding a student's absence will be communicated to teachers as it is received, either in person, via email, or in the form of a written note. Attendance officers will monitor the completion of the attendance roll and contact will be made with classes who have not complied with the roll as required.
- If a child is absent and a notification of some kind has not been received, then a text message will be sent to the parents before recess stating that their child is absent from school that day.

9. Written explanations from parents or guardians must, if not dated, be so marked by the class teacher, specifying the precise date of receipt. All notes received will be filed by the School. These will be archived at the end of the school year.
10. A written explanation for an absence is required, regardless of whether or not the student's parent or guardian has contacted the class teacher personally, by telephone or equivalent relayed message. If an adequate written explanation is not received, teachers will generate a report listing these absences and send it home to the parent or caregiver to be completed.
11. Non-Attendance Procedures - If the class teacher/Homeroom teacher or Attendance Officer notices a pattern of absence for any student, then the Leadership Team is notified.
12. The Leadership Team will make contact with the parents or guardians of students who have an attendance rate of less than 90% to request a reason for the low attendance rate. If a student's attendance falls below 90%, and, after making thorough enquiries, the Principal either has received no explanation for the student's absence or is not satisfied that the explanation supplied is genuine, the matter will then be reported to the appropriate child welfare authority.



Authorised by	Andrea Woodgate	Signature:	
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