



St Patrick's Primary School Fremantle

School Attendance Guidelines and Procedures

Aim

These procedures articulate how St Patrick's Primary School manages student attendance.

Sources of Authority	
CECWA Policy	Community
Executive Directive	<u>Student Safety, Wellbeing and Behaviour</u>

Scope

These procedures apply to all members of the St Patrick's Primary School community, and are informed by the CEWA Student Safety, Wellbeing and Behaviour Executive Directive.

Procedures

Parent/guardian responsibilities

Parents/guardians must provide an explanation for any absence their child has and work in partnership with the school to support attendance. Parents/guardians are required to:

- ensure the child attends school at all times when the school is open for instruction; and
- provide an explanation for any absence their child has within three (3) days.

School responsibilities

Attendance records will include:

- if the student was physically present or not;
- if the student was attending a different approved activity (the teacher running that activity must also record attendance);
- any reasons given for an absence;
- if the reason for the absence is reasonable (see examples);
- a flag for unexplained absences (removed if a reason is given later);
- information about any unsatisfactory attendance at school or classes; and
- a mark for half-day attendance if the student is present for at least two hours of instruction.

The school will keep accurate attendance records for all students.

Attendance recording – morning procedures

If the school receives notification of student absence prior to roll call, the school administration must:

- input any student absentees notified by telephone into SEQTA as “Unresolved”;
- input any absentees notified by email or via the Skoolbag app into SEQTA as “Medical” or “Approved Absence”;
- print off the email, stamp as processed, and place into a leaver arch file for filing with absentee notes.

Late arrivals/early finishes

- Students who arrive after the 8:30am bell must come into the school administration and will be given a late slip before going to class. If the class roll has already been done, the school administration will change the roll to show that the late child is present.
- Students arriving after 9:00am are recorded with “Late” on SEQTA with the time that they arrived.
- Students who arrive late to school must be processed through the front office.
- The parent/guardian will complete the sign/out in register.
- Students will receive a yellow card to give to teacher to indicate they have been signed in.
- Throughout the day, if children are taken for appointments, the parent signs them out in the “Student Sign In/Out Book” and their absence is recorded on the SEQTA roll as such.

Authorised (explained) absences

The school will record an absence as 'Authorised' if there has been a reasonable explanation for a student's absence. A reasonable excuse for the purposes of explaining a school absence can include:

- medical or dental appointments;
- bereavement or attending a funeral (including Sorry Business);
- illnesses and accidents;
- unforeseen and unexplained circumstances;
- if the absence was a result of complying with another law;
- the child is receiving distance education through a registered school;
- the child is undertaking approved education, training and/or employment;
- the child has been suspended; or
- the child is attending or observing a religious event, cultural observance or obligation.

Unauthorised (unexplained) absences

The school will record an absence as 'Unauthorised' when there has been no reasonable explanation provided for the absence. If a reason is given to the Principal and it is not approved, then the school will notify the parent/carer in writing.

In general, it is expected that these absences would not be excused:

- the parent did not seek approval beforehand, or in accordance with school procedures;
- the student was absent due to leisure or social activities without approval;
- the conditions of an authorised absence was not met e.g. a student absence learning plan during a family holiday was not completed; or the parent has provided no explanation for the absence.

Non-attendance

In the event of student non-attendance, the school will follow the [CEWA Student Non-Attendance Flow Chart](#) (see Appendix 1).

At approximately 9:15am, the school administration reviews each classroom attendance register to ensure that all have been completed and any late students have been entered as 'present'.

If morning attendance has not been completed, a request is made by the school administration directly to the classroom teacher to complete it.

The school administration prints out the "Emergency: Master Absence List from SEQTA" showing all absent students for the day. This is left on the school administration desk during the day in case of an emergency and filed in the Absentee File at the end of the day.

For any student who is on the list as "Absent" (i.e. absent without notification) a text message is sent to parents to inform them that their child has been marked as absent.

The text reads "XXX has been recorded as absent on XXX. Please call St Patrick's PS on 9239 1100 to confirm or send an absentee e-form through Skoolbag."

If the text is not responded to, a follow up phone call is made.

As parents respond, the SEQTA roll is changed according to how the response is made.

If a phone call is made, the student's attendance is altered to "Unresolved" and if an email or Skoolbag form is sent, the attendance is altered to either "Medical" or "Approved Absence".

If your child's teacher notices a pattern of absence for any student, the Principal is notified.

Students at educational risk

Attendance is measured as the number of actual full-time equivalent student days attended by full-time students in Years 1-6 as a percentage of the total number of possible student days.

Educational risk is defined as falling below 90%.

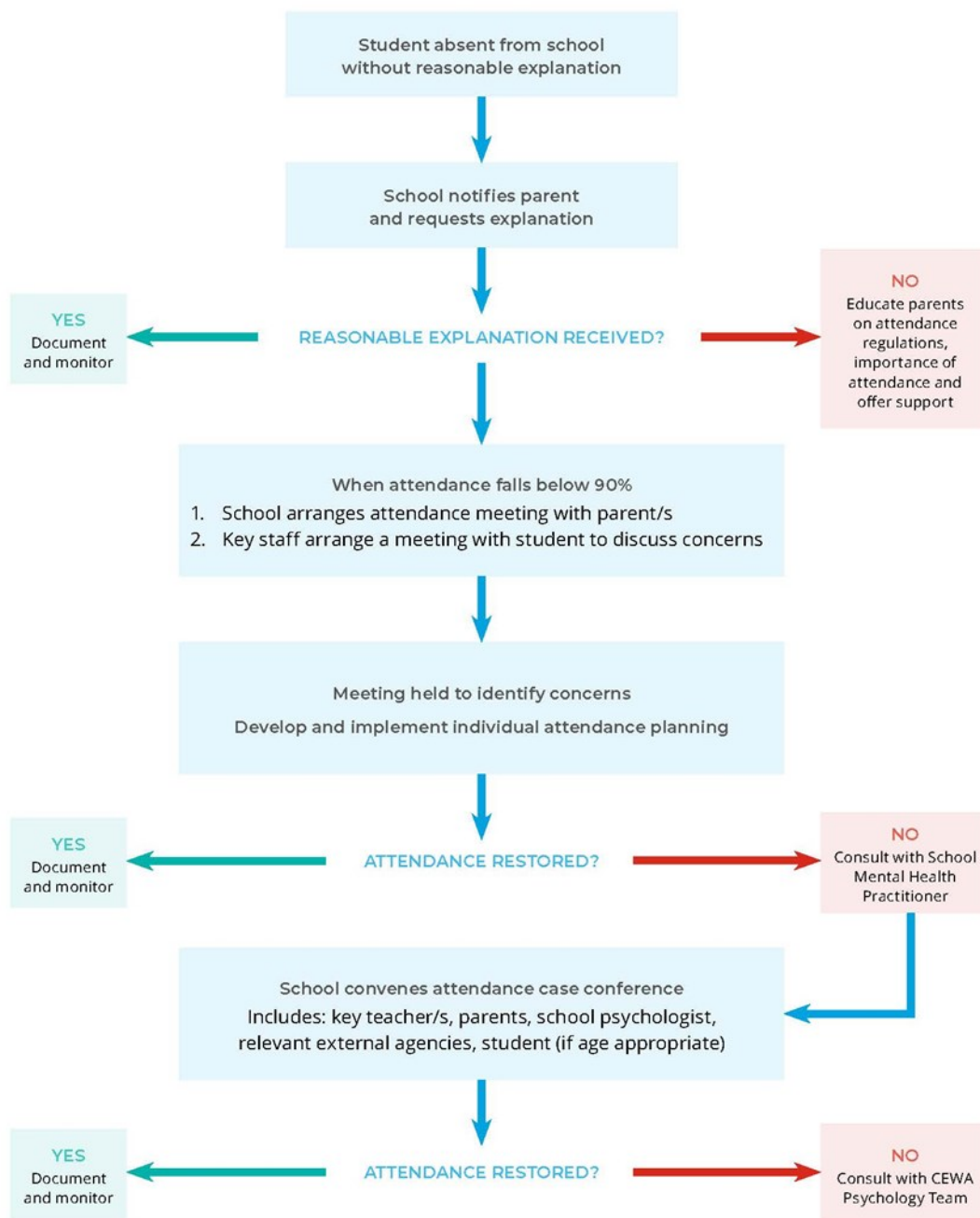
If a student is identified as being at educational risk, the school will adopt a solution-focused case management approach that involves key stakeholders (i.e. school, family, and where appropriate, outside agencies) to support school re-engagement.

The school will use the *CEWA Student Attendance Resources* to support them in documenting a student attendance issue.

Appendix 1: Student Non-Attendance Flow Chart

June 2021

Student Non-Attendance Flow Chart



Authorised by	Bernadette Higgins	Signature:	
		Date:	30 August 2022
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