



Topic:	Attendance and Non-Attendance Policy and Procedure
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1. RATIONALE

Correct recording of student attendance is a legal requirement for teachers in schools in Western Australia.

2. ATTENDANCE BELIEFS

At Holy Spirit School, attendance records of students will be taken twice each day.

Before 9.30am (to cater for the morning session) and before 1.45pm (to cater for the afternoon session). Attendance is marked in half day increments. These increments being before and after 12.45pm.

Attendance notifications must be recorded using the online attendance portal provided through the Catholic Education of WA's system wide preferred method through SEQTA.

Accepted Forms of resolved non-attendance reasoning

The following methods of non-attendance reasoning will be accepted by the Teacher at Holy Spirit School.

- An email sent to the students Teacher or Holy Spirit Admin. This must contain the writer's full name, date and reason for the absence.
- A note sent to school signed by a parent or legal guardian containing the writer's full name, date and reason for absence.
- Direct contact or telephone call from a parent or legal guardian to the class teacher or school administration, however, this **must** be followed up with a note signed by a parent or legal guardian.
- Skoolbag App, submission notice via Skoolbag

2. TEACHER RESPONSIBILITY

Teachers have the responsibility of completing the Attendance Register each day at two different intervals within the day. Teacher Assistants will take responsibility for completing this information when the teacher deems it necessary.

In the event that no reason is provided for an absence, teachers are required to follow up with parents or guardians on the reasons according to the accepted forms listed above. The inability of parents to provide a suitable reason for absence must be noted for future reference and accountability of the teacher.

Students who arrive late to school must be processed through the front office. The parent/guardian will complete the sign in register.

Teachers are able to resolve absences once contact has been made by a parent or legal guardian through the classroom. A note outlining reasons for a child's absence sent to school by a parent or legal guardian is to be

kept until the end of term by the classroom teacher, when all hard copy absentee notes will be handed in to Administration for archiving.

A parent or guardian may phone the office to notify that the student is absent for the day and Administrative Officer will make changes to online class attendance Attendance & Non Attendance Policy.

The Teacher will also follow up with parents or guardian on the reasons for student absence according to the Accepted Forms listed above.

Teachers are to make contact with the parent or guardian if they wish to resolve an absence which is greater than two days. A note by a parent or guardian must still be presented to the classroom teacher.

4. RELIEF TEACHER PROCEDURE

The Assistant Principal or class teacher in charge or organising relief, in collaboration with the Administration Officer, is to ensure that a hard copy of the class list is made available to the relief teacher for attendance purposes. The class list is to be sent to the office before 9.30am. The list is processed through the front office immediately and returned to the class for the teacher to provide the afternoon attendance information.

5. ATTENDANCE OFFICER RESPONSIBILITY

The attendance officer holds the responsibility of checking that class attendance has been recorded twice daily, after 9.30 and 1.45pm for all classes at school on each given day.

The attendance officer will check the Admin emails after 9.30am for any parent notifications of absences and will then record this on SEQTA as resolved absences.

An SMS will be sent by the Attendance Officer after 9.30am each morning to all parents whose children are recorded as being absent that day without any notification.

6. NON-ATTENDANCE PROCEDURES

Parents will be notified by SMS after 9.30am each morning if their child is absent without notification.

- Absentee Reports will be printed by Teachers and then absences will be followed up (emails, phone messages, signed notes etc.).
- Absentee follow-up letters are printed by Teachers and sent home to parents.
- If no reason for absence, the Teacher will contact the parents notifying them that their child has an unexplained absence daily.
- If the class teacher notices a pattern of absence for any student, then the Principal is notified.