



## SCHOOL ATTENDANCE POLICY AND PROCEDURES

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

At St Bernadette's CPS, attendance records of students will be taken at the commencement of each day before 9.15am (to cater for the morning session) and 1:45pm (to cater for the afternoon session). Attendance is marked in half day increments. These increments being before and after 12:45am.

Attendance events 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 Attendance Officer at St Bernadette's.

1. a) an email sent to the Attendance Officer through the email address: [admin@stbernadettes.wa.edu.au](mailto:admin@stbernadettes.wa.edu.au). This must contain the writer's full name. (THIS IS THE PREFERRED METHOD)
2. b) online absentee form via school website.
3. c) a note sent to school signed by a parent or legal guardian.
4. d) direct contact from a parent or legal guardian, however, this **must** be followed up with a note signed by a parent or legal guardian.

### 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.

Teachers are required to follow up with parents or guardians on the reasons for student absence 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, where any amendments to the class roll will be made. The student will receive a Student Card, which is proof that the child has been processed through the front office. These cards must be returned to the front office.

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

Teachers are able to make contact with the Attendance Officer if they wish to resolve an absence which is greater than 5 days. This is due to the restrictive nature of permissions provided to the teacher through the software. A note by a parent or guardian must still be presented to the

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classroom teacher, however, the 'multiple days' resolution can be communicated to the Attendance officers through direct contact or email which includes all relevant information.

## **RELIEF TEACHER PROCEDURE**

The Assistant Principal is in charge of 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 9.00am. The list is processed through the front office immediately and returned to the class for the teacher to provide the afternoon attendance information.

## **ATTENDANCE OFFICER RESPONSIBILITY**

St Bernadette's has appointed its Administration Officers as Attendance Officers. Changes to online class attendance records will be made by the Attendance Officers based upon parent or guardian contact at the front office. Communication with teachers on information received will be made when deemed necessary.

Attendance Officers will monitor the completion of the Attendance Roll for the two time periods during each day. Contact will be made with classes who have not complied with the school's requirements.

## **St BERNADETTE'S NON-ATTENDANCE PROCEDURES**

- Absentee Reports printed and then absences followed up (emails, phone messages, signed notes etc.)
- Where absence has not been resolved in writing, absentee follow-up letters are printed monthly and sent home to parents.
- If no reason for absence, an SMS is sent to parents notifying them that their child has an unexplained absence daily.
- If the class teacher/attendance officer notices a pattern of absence for any student, then Administration is notified.
- Each term a Statistical Report on Student Attendance is sent to the Principal, who then sends a letter to the parents of any students with an attendance of under 90% requesting a reason for their child's poor attendance.

## **LONG TERM ABSENTEEISM**

St Bernadette's will ensure that where the school has been unable to locate a student within 20 days of the start of an absence and the parent/s cannot be contacted, the Principal will regard the student as missing and contact the Student Tracking Coordinator at the Department of Education Western Australia.