Attendance Procedure

1. Aim

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

Sources of Authority	
CECWA Policy	Community
Executive Directive	Student Safety, Wellbeing and Behaviour

2. Scope

Padbury Catholic Primary School students, parents and staff.

3. Definitions

Accepted forms – The following methods of non-attendance reasoning will be accepted by Padbury Catholic Primary School.

a.) An email sent to the school office email address admin@padcath.wa.edu.au.
b.) An email sent to the classroom teacher's CEWA email address.
c.) A note sent to school, signed by a parent or guardian.
d.) 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.
e.) A call to the School Absentee Line: (08) 9404 4080

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

1. The name of the student
2. The class of the student
3. The reason for the absence
4. The full name of the parent or guardian at the end of the message

4. Procedure

At Padbury Catholic Primary School, attendance is managed using Catholic Education WA's system-wide preferred method - SEQTA software.

Attendance records are taken by classroom teachers at 9:00am (to record the morning session) and 1:45pm (to record the afternoon session). Attendance is marked in half day allotments.

An accepted form of resolved non-attendance must be provided to the school by the child's parent or guardian.

Arriving Late/Leaving Early

Students who arrive late to school (after 8:45am), or leave early (before 3:00pm), must be processed through the front office – this is done by parents/ guardians 'signing in/out' their child using the iPad located in the office. The software used on the iPad generates an electronic notification which transfers to SEQTA attendance.

Teacher Responsibilities

Teachers have the responsibility of completing attendance on SEQTA at two different times of each school day (9:00am and 1:15pm). Office staff or specialist teachers may take responsibility for completing this task when a teacher is absent themselves, or if classes have a specialist subject at the prescribed time the attendance register is taken.

Teachers are required to follow up with parents or guardians on the reasons for student absence according to the 'Accepted Forms' outlined in the Definitions section above. The inability to provide a suitable reason for absence must be noted for future reference and accountability of the teacher.

Teachers are able to resolve absences once contact has been made by a parent or legal guardian. A signed note or email (containing all of the criteria listed in 'Accepted Forms' in the Definitions section above) will be collected by the classroom teacher and kept in an electronic file until the end of each year, when all absentee emails/notes will be archived electronically on the school's server.

Relief Teacher Responsibilities

Hard copies of each class list are available for relief teachers in the 'Relief Files' located in classrooms. A class list from this file is to be used to manually record absences and sent to the office by 9:00am. This list is processed through the front office and recorded on SEQTA immediately, then returned to the class for the relief teacher to provide the afternoon attendance information, following the same procedure.

Attendance Officer Responsibilities

At Padbury Catholic, the Administration Officer act as the Attendance Officer. 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 for the two time periods during each day. Contact will be made with classes who have not complied with the school's requirements.

Please Note: Absences of more than one week require parents to fill in a 'Leave Form' which is then to be sighted and signed by the Principal.

Padbury Catholic Primary School Non-Attendance Procedures

- When no notification has been given for a student absence, the attendance officer will SMS the parent at 9:30am requesting information regarding the absence. If the parents has not contacted the school by 10:30am, the attendance officer will ring the parent.
- Non-resolved absences monitored and then followed up by classroom teacher.
- Absentee follow-up letters (available through SEQTA) or emails are sent to parents fortnightly to ensure teachers stay up-to-date with attendance records.

- If there is no reason for student absence on any given day, an SMS is sent by the administration officer to parents, notifying them that their child has an unexplained absence for that day. If no response is received within a reasonable time-frame, a telephone call is made to the parent/guardian as a follow-up.
- If the class teacher/attendance officer notices a pattern of absence for any student, then the Leadership Team is notified.
- 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.

Related Information

The following information regarding Attendance can be found in the Padbury Catholic Staff Handbook:

ATTENDANCE: Teachers are required to maintain accurate and up-to-date attendance records for the students in their class. Attendance records are legal documents and can be used as evidence in legal proceedings. Attendance is recorded on SEQTA twice daily. At 9.00am and immediately after lunch (1:45pm). Attendance Officer will contact parents for unexplained absences with a phone call or SMS. All student absences require written notification (in hard copy or email form) from the parents for the reason of absence. Notification from parents MUST include the following criteria:

1. The name of the student
2. The class of the student
3. The reason for the absence
4. The full name of the parent or guardian at the end of the message

All emails and hard-copy notes (scanned to teacher's email) are to be kept in an electronic file by the classroom teacher. If a parent does not send in an absentee note of their ow volition, the classroom teacher is to generate an absentee follow-up form on SEQTA and send home to be filled out by the parent/guardian.

Once an absentee note/email has been received, the classroom teacher is to add it to SEQTA by entering the relevant details. All absences must be resolved. A phone call to explain absence must be followed up with a written note/email.

If a teacher knows a student will be away, but has not yet entered in the reason for the absence, they may put a double x next to the child's name in SEQTA as this notifies the administration officer that though the absence is not yet resolved in SEQTA, the reason for the absence is known and a follow-up is not required.

All absentee notes (in electronic form – email or scanned note) will be archived (with assistance from Assistant Principal) at the end of each year.

Consistent and repeated absences are to be reported to the Leadership Team.

Family Holidays

If a student goes on a family trip for 2 weeks or less, then no work will be set for the student during this time. Possible activities for students to complete are listed in the Homework Policy.

If a child goes on a family trip for 2-5 weeks, then the type of work that will be provided will include a brief overview of concepts being covered in class during the time of absence. A note must be received from parents indicating the date leaving school and date of return, reason for absence and a reply email to parents will indicate what type of work can be completed. Examples may include:

- Write a diary/journal each day. This can be a combination of writing and drawings/pictures Collect brochures, tickets, cards from the holiday destination and include these in the diary/journal
- Depending on the year level, a child can draw pictures, take photos, write a report, make a video or create a PowerPoint presentation of their holiday
- If in a foreign country learn some simple words and phrases
- Visit educational sites e.g. an art gallery, museum and other important landmarks. Take photos or do drawings of these.
- Write a postcard
- Play word games e.g. sign alphabet – the first to see all the signs beginning with each letter of the alphabet wins; 'I Spy'
- Read - books, brochures, magazines, signs

If a student goes on a family trip for 6 -10 weeks, as above will apply however the teacher will also provide some online learning/workbook.

If a student goes on a family trip for a term or more, school work will be provided to the child for completion. An IEP will be provided. This learning may include workbooks and/or online learning

- A note must be received from the parents indicating the date leaving school and the date of return, reason for absence and reply email to parents will indicate the type of work that will be provided and expectations reading completion.
- The work must be returned, completed and will go towards the child's assessment.
- Government Auditors may ask to see samples of work completed by the child and/or the IEP provided to parents.

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