

## STUDENT ATTENDANCE PROCEDURE

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

This procedure has been developed to ensure staff have a clear understanding of the importance of recording student attendance and the procedure for following up on student absences.

### Definitions

*Authorised absence* refers to an absence where the reason provided by the parent/guardian is considered to be legitimate and deemed acceptable by the Principal or their nominee.

*Day(s)* refers to designated school days.

*Unauthorised absence* refers to an absence not considered acceptable by the Principal or their nominee, or where an explanation by the parent/guardian has not been provided/is not deemed acceptable.

### Attendance Records

The Principal or their nominee will:

- Keep accurate attendance records for every student enrolled at the College that are able to be reproduced in written form
- Record whether a student's absence was authorised or unauthorised
- Issue a leave pass to a student who has been granted permission to leave the College unaccompanied by a responsible adult
- Record a student as:
  - attending if they are on a College-based approved activity
  - an authorised absence during a period of suspension
  - an authorised absence if they are absent due to cultural/religious events

### Recording and Monitoring Attendance - Rolls

Teachers must take the roll in the first ten minutes of every Home Room and period. The roll must be taken accurately, which means looking at or sighting each student. Teachers are not to mark a student present on the advice of other students.

If a student arrives late to class (after the roll has been marked) they are to be sent to the Presentation Centre (PC) to obtain a late pass. PC staff will change the record in SEQTA to reflect "late" (the student does not receive an actual "pass").

Students who have a pattern of being late are counselled by the relevant Director of Students (DOS) in the first instance. Ongoing truancy or late to class will be managed as per the Student Attendance Intervention Flowchart.



### **Completing Rolls in SEQTA**

- SEQTA shows two weeks of attendance at a time
- Click on the correct date once and all students will be marked
- Call the roll, checking to ensure all students are present
- Mark absentees with a second click – a red cross will appear
- Save the roll by clicking SAVE on the top left-hand side

### **Marking Students Late**

- Students can be marked late in SEQTA at the teacher's discretion for the first 10 minutes of the lesson. After that, the College asks that students are sent to the PC to obtain a late pass
- Students must have a late pass if they are late to Home Room
- Click the attendance area for that student three times. On the third click, a late to class will be recorded

### **Incomplete Rolls**

PC staff check rolls throughout the day and will email teachers to check on the whereabouts of students or to ask them to complete their roll. PC staff will re-email teachers at the end of the day if they have not completed their rolls, requesting that they do so prior to leaving for the day. Refer to the Incomplete Rolls Procedure.

### **Retention of Records**

The Principal or nominee will:

- Keep records of all contact, or attempts to make contact, with the student's parent/guardian
- Maintain documentation of all intervention strategies implemented in attempts to restore a student's attendance
- Retain attendance records in accordance with the *School Education Regulations 2000* and Catholic Education of Western Australian (CEWA) policy

### **Examples of Evidence – Teaching Staff**

The following are examples of evidence, which are to be collected by teaching staff:

- Pastoral Care notes on SEQTA from both teachers and DOSs
- Records of conversations/meetings with parent/guardian
- Student work plans developed
- Emails
- Letters

### **Examples of Evidence – PC staff**

The following are examples of evidence, which are to be collected by PC staff:

- SMSs
- Emails
- Letters
- Medical certificates and correspondence from parent/guardian



### Procedure for Managing Absences

The table below is to be read in conjunction with the Student Attendance Intervention Flowchart. Note: PC staff are to upload all medical certificates and correspondence from parents/guardians regarding absences into SEQTA.

Day	SEQTA Report	Action
Absent < Three days	Unresolved absences	<ul style="list-style-type: none"> <li>SMS sent</li> <li>Email sent at end of the day if no response to SMS</li> </ul>
Three days absent	Unresolved absences	<ul style="list-style-type: none"> <li>Send three day absence SMS</li> <li>Send three day absence email if no response to SMS</li> <li>Continue to send until response received</li> </ul>
Unresolved absence > Three days + Attendance below 90% + No response from parent/guardian	Unresolved absences	<ul style="list-style-type: none"> <li>Escalate to DOS via email and cc Deputy Principal – Students (DPS)</li> </ul>
Extended absence > Seven days due to a physical/mental illness	Unresolved absences	<ul style="list-style-type: none"> <li>Day 8 – PC staff send Medical Certificate required SMS and email</li> <li>Escalate to DOS via email and cc DPS</li> <li>PC staff collate evidence for student in attendance report file</li> </ul> <p>It is <b>mandatory</b> for parents/guardians to provide:</p> <ul style="list-style-type: none"> <li>email/letter stating reason for absence and notification of when the student will return to the College</li> <li>a medical certificate from a doctor, psychologist or psychiatrist</li> </ul>
>15 days absent – No contact with parent/guardian	Unresolved absences	<ul style="list-style-type: none"> <li>PC staff refer to DOS via email and cc in DPS</li> <li>DOS attempts to contact parent/guardian via phone</li> </ul>



		<ul style="list-style-type: none"> <li>• If DOS not able to contact parent/guardian, escalate to Principal</li> <li>• Follow “Students Whose Whereabouts Are Unknown (SWU) List – Guidelines and Procedures” and complete SWU Request Form as required</li> </ul>
<b>PC Absence/Attendance Reviews</b>		
Friday – Afternoon	Unresolved absences	<ul style="list-style-type: none"> <li>• Review all unresolved absences for the week</li> <li>• Send email for all unresolved absences for the week</li> </ul>
Monday – Morning	Unresolved absences	<ul style="list-style-type: none"> <li>• Check emails/SMS and resolve absences as able</li> </ul>
Twice per Term at: <ul style="list-style-type: none"> <li>• The end of Week 5</li> <li>• The end of the Term</li> </ul>	Attendance rate	<ul style="list-style-type: none"> <li>• Escalate any attendance &lt; 90% to DOS</li> <li>• PC staff send spreadsheet of students with attendance &lt; 90% to DPS and DOS. DPS and DOS advise if emails/letters are to be sent to parents/guardians</li> <li>• PC staff generate and send emails/letters to parents/guardians (end of Term only)</li> <li>• DPS and DOS review evidence collected and addresses any gaps in evidence</li> </ul>



### **Students at Educational Risk**

A student is considered to be at educational risk when their attendance has dropped to 90% or lower. As such, the College regularly monitors each student's attendance. When a student's attendance has dropped to 90% or lower, clear communication with the parents/guardians in writing regarding their responsibilities and possible consequences is required. Students at educational risk are managed as per the Student Attendance Intervention Flowchart.

<b>Authorised By:</b>	Principal		
<b>Effective Date:</b>	2021	<b>Next Review:</b>	2025