



STUDENT ATTENDANCE PROCEDURE

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Due for Review: 2023

In order to meet the requirements of the School Education Act 1999 and reporting requirements for census, these guidelines have been developed to ensure all staff have a clear understanding of the importance for recording student attendance and the procedure for following up on student absences. Accurate recording of student attendance and gathering of evidence is essential for these censuses as this is directly linked to funding.

This procedure should be read in conjunction with the *Policy Statement Attendance for Students* available on the College website.

Definitions

PC – Presentation Centre

DOS – Director of Students

DPS – Deputy Principal - Students

Day(s) – refers to designated school days.

Authorised absence – absence where the reason provided by the parent is considered to be legitimate and deemed acceptable by the principal or their nominee.

Unauthorised Absence – encompass truancy, those not considered acceptable by the Principal or their nominee or the Department and where an explanation has not been provided by the parent/guardian.

Attendance Records

As per the Education Act 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; and
- 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 five minutes of every Home-Room and every lesson. The roll must be taken accurately which means looking at or sighting a student. Teachers are not to mark a student present on the advice of other students (e.g. "Mary is here today, she must be bit late."). Teachers must "sight" the student.



If a student arrives late to class (after the roll has been marked) they are sent to the Presentation Centre (PC) to obtain a Late Pass. The 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 their Year Group Director of Students in the first instance. Ongoing truancy or late to class will be managed as per the College Attendance Intervention Flow Chart.

Completing the Roll in SEQTA

- SEQTA shows two weeks of attendance at a time. Please ensure you select the correct date.
- Click on the correct date once and all students will be marked.
- Call the roll, checking to ensure all students are present.
- Absentees are marked with a second click – a red cross will appear.
- The roll should be saved 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, College policy asks that students are sent to the PC for a late pass.
- Students must have a late pass if they are late to Home Room.
- On an iPad: Click the attendance area for that student 4 times. On the 3rd click, a late to class will be recorded.
- On a PC: Hold down the ALT key and click the attendance icon for that student. 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. The PC 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 family;
- Maintain documentation of all intervention strategies implemented in attempts to restore a student’s attendance; and
- Retain attendance records in accordance with the School Education Regulations 2000 and Catholic Education of Western Australian policy.

Examples of evidence to be collected by teaching staff

- Pastoral Care Notes from both Teachers and Directors of Students.
- Records of conversations/meetings with parents.
- Student work plans developed.
- Emails.
- Letters sent.



Examples of evidence collected by PC staff:

- SMS sent.
- Emails.
- Copy of letters sent home regarding attendance.
- Medical certificates and letters received from parents.

Procedure for managing absences:

The table below is to be read in conjunction with Nagle Catholic College Attendance Intervention Flow Chart.

Note: PC staff are to upload all medical certificates and letters received from parents regarding absences into SEQTA.

Day	SEQTA Report	Action/Evidence for funding
Absent < 3 days	Unresolved absences	<ul style="list-style-type: none"> • SMS sent • Email sent at end of the day if no response to SMS
3 days absent	Unresolved absences	<ul style="list-style-type: none"> • Send 3-day absence SMS • Send 3 Day absence email if no response to SMS
Day 4 – no response to 3-day SMS or email	Unresolved absences	<ul style="list-style-type: none"> • PC staff to call parent and request email/letter stating the reason for the absence. • Email/letter must include expected date of return.
Unresolved absence > 3 days + attendance below 90% + no response from parent.	Unresolved absences	<ul style="list-style-type: none"> • Escalate to DOS via email and cc Deputy Principal – Students.
Extended absence > 7 days due to a physical/mental illness	Unresolved absences	<ul style="list-style-type: none"> • Day 8 – PC send Medical Certificate required SMS and email. • Escalate to DOS via email and cc Deputy Principal – Students. • PC collate evidence for each student into attendance report file. <p>It is mandatory for parents to provide:</p> <ul style="list-style-type: none"> • written email/letter stating reason for absence and notification of when the student will return to the College • a medical certificate from GP, Psychologist or Psychiatrist



<p>>15 days absent – no contact with parents</p>	<p>Unresolved absences</p>	<ul style="list-style-type: none"> • PC refer to DOS via email and cc in Deputy Principal – Students. • DOS Attempt to contact parents via phone. • Not able to contact escalate to Principal. • Follow “<i>The students whose whereabouts are unknown list – Guidelines and Procedures</i>” and complete <i>SWU Request Form</i> as required (link below).
<p>PC Absence/Attendance reviews</p>		
<p>Friday - afternoon</p>	<p>Unresolved absences</p>	<ul style="list-style-type: none"> • Review all unresolved absences for the week. • Send email for all unresolved absences for the week.
<p>Monday - morning</p>	<p>Unresolved absences</p>	<ul style="list-style-type: none"> • Check emails/SMS and resolve absences as able. • Escalate any that are unresolved >3days and/or students attendance rate < 90% to DOS.
<p>End of Month</p>	<p>Attendance rate</p>	<ul style="list-style-type: none"> • PC run report and check that they have collected evidence for any student ≤ 90%. • PC to obtain any missing evidence.
<p>Twice a term at:</p> <ul style="list-style-type: none"> • the end of week 5 – each term • the end of the term 	<p>Attendance rate</p>	<ul style="list-style-type: none"> • Escalate any attendance < 90% to DOS. • PC – Generate and send letters home to parents. • PC to send spreadsheet of all parents who received a letter and student attendance rate to DOS and Deputy Principal – Students and Administration Manager. • Deputy Principal – Students and Administration Manager review evidence collected and address any gaps in evidence with respective staff members.

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 needs to happen in



writing regarding their responsibilities and possible consequences according to the Education Act. Students at Educational Risk are managed as per the College Attendance Intervention Flow Chart.

Reporting and Disclosure of Attendance Data

In order to comply with the Australian Education Act 2013 and the Australian Education Regulation 2013 the College is required to submit complete various reports for the Australian Government, Department of Education.

Government Census

In order for a school to receive Government funding they must also complete the School Census which is conducted on the first Friday of August each year.

The College must also complete the Student Attendance Data Collection (STATS) submission twice a year for Semester 1 and Semester 3 and provide data on all full-time students at the College.

As per the Guidelines for Non-Government School Funding **on census day to be an eligible student, a student must fall into one of the following attendance categories:**

- present at school
- on an excursion, participating in an off-campus program or some other school-approved activity
- absent from school with a documented reasonable and acceptable explanation provided (as outlined in table above) or
- absent but with evidence that demonstrates a consistent level of the minimum attendance required by the school in the previous one or more semesters (as outlined in the table above).

Distance learning

The school must be able to demonstrate that a documented work plan is in place for the student, that the student has commenced work as stipulated and that interactions between the schools' registered teachers and the student have been recorded.

If a student is absent on census day, they must provide a reasonable and acceptable explanations for their absence and a date and an expected date of return to school.

Process for students absent on census day:

- Check if reason for nonattendance has been provided.
- If no reason provided check census period – has the student been present during the census period?
- If the student has not present during the census period check for evidence to demonstrate attendance/eligibility.

The student will be considered eligible if the College can produce evidence that demonstrates a consistent level of the minimum attendance required in the previous semester. The minimum level required is 90%.



When determining a student's level of attendance an "explained absence" is considered to be the same as actual attendance for the calculation (ie they are equivalent).

Federal Government Student attendance requirements for funding:

As per the 2019 Non-Government Schools Census Guidelines **to be eligible a student must fall into one of the following categories on census day:**

- enrolled and participating in a level of education that constitutes primary or secondary education, and who attend school on a daily basis, and
- are in attendance for at least one day in the Census Reference Period (20 days excluding holidays, leading up to and including Census Day) and who regularly attend school; and
- are Australian citizens, permanent residents, or persons with appropriate resident status.

Students who do not meet these criteria are unable to be included in the census. The College may be able to submit an "Application for Special Circumstances" for students who do not meet the criteria, however the College must provide evidence and each application is considered on a case-by case-basis so it is essential that the College collects evidence for and addresses every student absence.

Related documents

School Education Act 1999
Australian Education Act 2013
Australian Education Regulation 2013
Guidelines for Non-Government School Funding
2019 Non-Government School Census Guidelines
Nagle Catholic College Attendance Management Flow Chart
Incomplete Rolls Procedure

The Students Whose Whereabouts are unknown List – Guidelines and Procedures

<http://det.wa.edu.au/studentsupport/behaviourandwellbeing/detcms/navigation/student-attendance/?page=8&#toc9>