

Our Lady of Lourdes School

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ATTENDANCE PROCEDURE

RATIONALE

It is a legal requirement of all schools in Western Australia to correctly record the attendance of students. Our Lady of Lourdes School Attendance Procedure aligns with CEWA's Executive Directive – Student Safety, Well Being and Behaviour.

ATTENDANCE PROCEDURES

1. Attendance records need to be recorded twice per day, using the SEQTA platform.
Morning attendance needs to be completed as soon as possible before 9:30am.
Afternoon attendance needs to be completed by 1:30pm.
2. It is important that teachers mark attendance morning and afternoon as this ensures that all students that were present in the morning are accounted for in the afternoon.

Administration (Office):

Step 1:

At 9.30am, the Admin officer checks SEQTA. Any students with unexplained absence have their parents contacted by SMS. (Both parents/legal guardians, will be sent an SMS message unless other arrangements such as court orders are in place)

Step 2:

If an absence remains unexplained after 48 hours, the administration officer will make a follow up SMS to the parent/legal guardian. If after 72 hours the absence is still unexplained the administration officer will make a follow up phone call.

Step 3: Class teachers/Administration Officer sends a follow up SEQTA absentee follow up form to parents for any unresolved absences.

The school has decided to use the following SEQTA icons:

Medical Reason - for absentee if a child is sick and note has been received.

Absent - If a child is absent and reason/note has not been provided.

Approved Absence - If a child is away and note has been received.

Educational Activity/Excursion - For children who attend outside programs e.g. Dance, excursions, camp (this is only if the student will be away for half days or full days).

Late - If the child is late to school and you wish to keep a record of this.

Unresolved Absence - Used if the parent has told you verbally that student will be away, but with a note to follow. Refer to Step 3.

Sick Bay – For students waiting in the sick bay to be picked up by parent/guardian

ACCEPTED FORMS OF RESOLVED NON-ATTENDANCE

- Emails from parents/legal guardians with child's name, date and reason for absence. Signed off in the parents/legal guardian full name. If an email is sent to Admin, they will process it and print off a hardcopy for teacher records.
- Note sent to school signed by parent/legal guardian containing the students name, date and reason for absence.
- Phone call or direct contact from the parent/legal guardian to class teacher or school administration. This must also be followed up with a note signed by the parents/legal guardian containing the students' name, date and reason for absence.
- A SEQTA absentee note signed by parents/legal guardians stating reason for absence.
- An absentee note sent via the absentee form on the school website.

TEACHER RESPONSIBILITY

- Teachers have the responsibility of completing the attendance register on SEQTA twice a day
- In the event of an unresolved attendance, teachers are required to follow up with parents/legal guardians on the reasons.
- If parent/legal guardian are unable to provide a suitable reason for absence, it must be noted for future reference and accountability.
- Teachers must keep all absentee notes, in date order, in a folder.

LATE STUDENTS

Lateness is defined as any time that a student arrives at school after 8.40am. All students who arrive late need to present to the Admin office. Student name and time of arrival is recorded on the school iPad attendance register in the Admin office. Admin staff will adjust records on SEQTA.

Teachers who notice repeated students' lateness of 3 days or more in a week will meet with parents to discuss reasons for lateness. If it continues to occur, a meeting will be called with the parents/legal guardians and child(ren). Refer to Process for Restoring Attendance.

EARLY DEPARTURES

Students who leave school early need to be signed out on the iPad attendance register in the administration office by their parents/legal guardians. The parents/guardians will receive a card to deliver to the class or duty teacher, which is proof the student has been signed out.

PROCESS FOR RESTORING ATTENDANCE

When a student's absence (below 90%) or continued lateness is identified as a concern, staff should intervene according to the following procedure using a case management approach:

Consultation Phase

During the consultation phase, the Principal/Assistant Principal/Classroom Teacher should meet with the student and parent(s) to investigate the reasons for absences:

- Identify issues concerning the absences; and
- Develop attendance improvement strategies. These strategies are to be saved on SEQTA.

During this phase, when deemed necessary, the Principal/Assistant Principal/Classroom Teacher should:

- Consult with the school social worker
- Consult with appropriate staff in the education regional office (which may include the school psychologist) or from the network for advice and assistance in appropriate strategies for attendance improvement; and
- Work collaboratively with the student's family and other agencies to restore regular attendance.

Formal Meeting

The Principal/Assistant Principal should convene a formal meeting with parent(s)/legal guardian when it is determined that school-devised strategies and supports undertaken in the Consultation Phase have been exhausted and not resulted in any improvement to attendance.

Parents/guardians (and students as appropriate) should be fully supported to attend and participate in the formal meeting. Reasons for failure to comply with attendance requirements should be explored, including any social, cultural, lingual, economic, geographic or learning difficulties involved.

During the formal meeting, the Principal should give the parents the opportunity to explain why the strategies previously attempted have not been successful. Further strategies to improve attendance should be agreed on.

The Principal will explain during the formal meeting that if attendance does not improve to an acceptable level of 85% or more, the situation will be reported to CEWA.

Student Non-Attendance Flow Chart

