



Attendance and Non-attendance Procedures

Reviewed: 2022

St Jude's believes there is a need to engage students and establish positive attendance behaviours in the early years of schooling; to support student attendance at transition points and to raise parent and community awareness of the fact that, where academic achievement is concerned, every day counts. There is a mutual obligation of schools, parents, and communities to develop strategies that link directly to the local causes of student absence.

Sources of Authority: CEWA Community Policy
Executive Directive – Student Safety, Wellbeing and Behaviour

Scope

- This procedure applies to all members of the St Jude's Catholic School community.

Principles

- St Jude's Catholic School community is central to the Church's mission of bringing the Good News of Jesus Christ to all. Attendance not only affects academic achievement but also each child's moral and spiritual development.
- At the heart of all our decisions is the dignity of each child. Students need to be given every opportunity to be affirmed in their dignity and worth, confirmed in their personhood and assisted to grow to their full potential.
- Attendance is supported through strong relationships and effective communication between families, school, and parish.
- As each person is unique, each approach to attendance should also be unique to ensure it matches the student's needs.
- While St Jude's Catholic School has policy and strategy, parents remain an important part of all attendance interventions.
- We seek to provide access to Catholic education, especially for the marginalized and disadvantaged. Attendance issues are over-represented in disadvantaged and marginalized groups. Consequently, targeted effort and attention are required to address attendance for these groups to ensure they have equitable participation.
- St Jude's Catholic School has a responsibility to record student attendance and respond to instances of irregular attendance. This includes implementing appropriate strategies to address the unique needs of every child.
- Legal guardians of children have a legal obligation, set out in the School Education Act 1999, to ensure a child is enrolled at and attends school.

Attendance Procedures

St Jude's currently use SEQTA for all attendance, pastoral care notes, and reporting. All staff can access this via stjudes.ta.cathodnet.wa.edu.au

Attendance Marking

- All children absent must be entered on to the electronic roll in SEQTA twice per day i.e., by 9.00am and 1.30pm.
- A child's parents or another 'responsible person' must provide an acceptable explanation for any absence to the principal. This must be in the form of a written note, which must be provided to the

classroom teacher by the parents when the child returns to school. This is kept in the absentee note file.

- If no written note explaining absence is received, teacher to send home SEQTA Absentee Note proforma requesting a reasonable explanation for the child's absence.

Attendance Categories

- Present Child is in class
- Absent Unexplained Child not in class. No notification received from legal guardian
- Approved Absence Child not in class. Notification has been received regarding absence
- Covid Legal Guardian has provided evidence of a positive Covid-19 result

Administration

- Student attendance is monitored twice daily, at 9.15am and at 1.45pm. A phone call will be made to teachers where a roll has not been marked. Incorrect rolls will be corrected by the teacher responsible for the class.
- If a student is absent, and without an explanation, an SMS is sent by the Administration Officer at approximately 9.30am. A telephone call is made to the parent/guardian to confirm the child's whereabouts if a response to the SMS is not received by 10.30am.
- An incorrect SMS sent, caused by incorrect roll marking, will be made known to the Assistant Principal. The teacher will follow up by telephoning the child's parent/guardian.
- Regular absences are reported to the leadership team and are followed-up with the parents or guardians concerned, in collaboration with the classroom teacher. (See Student Non-Attendance Flowchart)
- A written explanation is required for all absences and, if not forthcoming, a proforma is sent home for parents to complete. This is generated through SEQTA on a regular basis by an Assistant Principal.

Principal can require a student to not attend for health reasons

- The Principal can require a student to not attend school or a school-based activity for health reasons in accordance with s. 27(1B) of the *School Education Act 1999 (WA)*.
 - The Chief Health Officer may give a direction under the *Public Health Act 2016 (WA)* to not permit a child to attend school or participate in an educational programme of the school if they are infectious, contagious, or otherwise harmful to the health of persons who are at the school or participating in an educational programme of the school.
- The Principal must notify the parent(s) or 'responsible person' in writing if they require a student to not attend.

Late Arrivals

- A student is considered to have arrived late at any time after the 8.40am bell.
- All students arriving late must sign in at the Office and given a late slip. This slip must be presented to the teacher when arriving in class. If they do not have this slip, they must be directed to the Office to sign in. The Administration Officer will adjust SEQTA accordingly.
- If teachers observe a pattern of late arrivals, they must contact the parent/guardian.

Early Departures

- A student is considered leaving early any time before 3.00pm.
- All students leaving early must be signed out through the Office. A 'Free to Go' form will be given to the parent/guardian, and this needs to be handed to the teacher and placed in the Absentee File.

Access to SEQTA not available

- If the school internet is offline, teachers should complete the roll on a hard copy of the class list. Once SEQTA is back online, this information should be updated.
- When a relief teacher is in the classroom, a hard copy of the class list will be provided by the Office. Relief teachers will ensure that this is sent to the Office before 9.00am for input.

Non-Attendance Procedures

St Jude's School follows a 3-tier response to non-attendance:

Tier 1:

To prevent absenteeism, we aim to promote attendance at school by developing a positive school culture, student's social skills, and a safe and stimulating environment.

Tier 2:

To support students with emerging issues with poor attendance through monitoring and follow up in order to re-engage students back in school before non-attendance patterns become ingrained.

Tier 3:

Directed at those students who are not attending, truanting, or refusing school. This may require a number of approaches and will include consultation with the student, legal guardian, teachers, school chaplain and Leadership Team.

- In the case of a student being absent from school without a reasonable explanation, or when the absentee rate falls below 80% in a semester, teachers will follow the *Student Non-Attendance Flowchart below*.
- Following consultation with the student, parents/legal guardian, teachers, Leadership Team, a documented plan may be put in place.

Student Non-Attendance Flow Chart

