



## Attendance Procedures

### 1. Aim

St Columba's Catholic Primary School seeks the development of the whole child and strives to ensure that each student achieves his or her unique potential. Consequently, the school upholds standards and requirements regarding student attendance at school in order to maintain a high standard of education.

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

### 2. Scope

**Parents and guardians are required to meet the following expectations:**

- Ensure that their child attends school when required
- Promote and provide organisational support to their child for full attendance and participation at the school on all designated school days
- Ensure that their child arrives at school each day on time
- Notify the school of their child's absence as soon as possible on the first day of the child's absence
- Notify the school in advance if an absence of any period is planned
- Work cooperatively and collaboratively with the school to develop and implement improvement strategies when attendance has been inconsistent
- Work cooperatively with the school in supporting the child to return to school and reintegrate after prolonged absence
- Ensure that contact details for the child are correct and up to date.

### 3. Procedure

Attendances are recorded in SEQTA

Parents are encouraged to email all absences to [admin@stcolumbassp.wa.edu.au](mailto:admin@stcolumbassp.wa.edu.au)

When an email is received by the office staff, the absence is recorded in SEQTA under 'parent contact' and a copy of the email is forwarded to the relevant class teacher as a record of absence. Admin also saves a copy of the email.

Should a parent ring through an absence, it is recorded as 'unresolved absence' until an email or written advice is received.

Teachers are required to complete all attendance rolls by 9am in the morning and 2pm in the afternoon.

An unexplained absence recorded at this time is confirmed by office staff by a SEQTA generated text message to the parent or carer. The parent or carer is then asked to confirm the absence in writing or by email.

Any student arriving late, or leaving school early, is required to 'Sign In' or 'Sign Out' via the SEQTA Kiosk which is kept in the front office. This absence is automatically recorded in SEQTA. A slip is printed and given to each student who arrives late and a slip is generated for each parent/carer who comes to collect a student from class early. This slip is given to the teacher to acknowledge that the front office has been notified.

### **Long Term or Ongoing Absences**

In the event that ongoing absences are not explained via a parent/guardian note and where contact with the family has not been made possible via email or telephone, the relevant authorities will be consulted.

Resolution of attendance difficulties may require more targeted school-based strategies including;

- meeting with the student and parents to identify and implement strategies that will address the learning and support needs for the student
- referral to the school Social Worker
- development of a school-based attendance improvement plan with the student and parents requesting and sharing information and working collaboratively with other government or nongovernment Agencies

Staff are not required to provide work for students who are absent during the course of a term, when a parent or guardian has chosen to take their child out of school.

### **Additional Information**

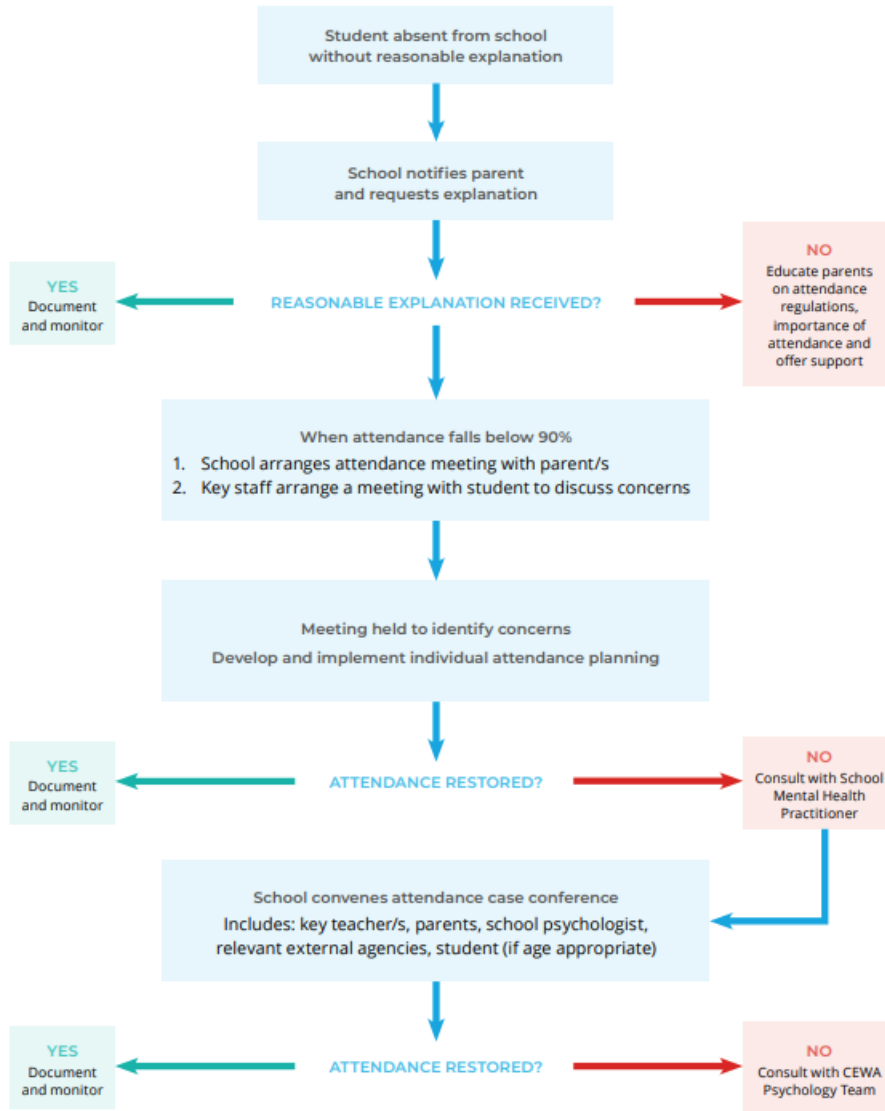
Further information regarding the CEWA Executive Directive: Student Safety Wellbeing and Behaviour can be found <https://policy.cewa.edu.au/executive-directive/student-safety-wellbeing-and-behaviour/>

CEWA Student Attendance Resources - [Final 2021.06 Student Attendance Resources.pdf](#)

CEWA Student Attendance Guidelines - [2020.11 Student Attendance Guidelines.pdf](#)

The Student Non-Attendance Flow Chart outlines the process for dealing with non-attendance.

Student Non-Attendance Flow Chart



ST COLUMBA'S CATHOLIC PRIMARY SCHOOL

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Review	Allen McMahon	Date:	
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