



## St Thomas More Catholic Primary School

# ATTENDANCE POLICY

## RATIONALE

Consistent, accurate and correct recording of student attendance is a legal requirement for teachers in schools in Western Australia. Padbury Catholic Primary School monitors and manages student attendance on a regular basis in order to ensure students are attending school consistently to maximize the opportunity for all students to learn.

## DEFINITIONS

Accepted forms – The following methods of non-attendance reasoning will be accepted by St Thomas More Catholic Primary School, Margaret River.

- a.) An email sent to the school office email address [admin@stmcps.wa.edu.au](mailto:admin@stmcps.wa.edu.au)
- b.) A 'Connected' Absentee Notification – with signature.
- c.) An email sent to the classroom teacher's CEWA email address.
- d.) A note sent to school, signed by a parent or guardian.
- e.) Direct contact from a parent or guardian: however, this must be followed up with a note signed by a parent or guardian, or an email.

All absentee communication (including notes and emails) from parents or guardians must include the following details:

1. The name of the student
2. The class of the student
3. The reason for the absence
4. The full name of the parent or guardian at the end of the message

## PROCEDURES

1. At St St Thomas More Catholic Primary School, attendance is managed using Catholic Education WA's system-wide preferred method - SEQTA software.

Attendance records are taken by classroom teachers at 8:40am but no later than 9:00am (to record the morning session) and 1:15pm (to record the afternoon session). Attendance is marked in half day allotments.

An accepted form of resolved non-attendance must be provided to the school by the child's parent or guardian.

2. Students who arrive late to school (after 8:40am), or leave early (before 3:00pm), must be processed through the front office – this is done by parents/guardians 'signing in/out' their child in the office.

3. Teachers have the responsibility of completing attendance on SEQTA at two different times of each school day (8.40am and 1:15pm). Office staff or specialist teachers may take responsibility for completing this task when a teacher is absent themselves, or if classes have a specialist subject at the prescribed time the attendance register is taken.

4. Teachers are required to follow up with parents or guardians on the reasons for student absence according to the 'Accepted Forms' outlined in the Definitions section above. The inability to provide a suitable reason for absence must be noted for future reference and accountability of the teacher.

5. Teachers are able to resolve absences once contact has been made by a parent or legal guardian. A signed note or email (containing all of the criteria listed in 'Accepted Forms' in the Definitions section above) will be collected by the classroom teacher and kept in an electronic file until the end of each year, when all absentee emails/notes will be archived.

6. Hard copies of each class list are available for relief teachers in the 'Relief Files' located in classrooms. A class list from this file is to be used to manually record absences and sent to the office by 8.40am. This list is processed through the front office and recorded on SEQTA immediately, then returned to the class for the relief teacher to provide the afternoon attendance information, following the same procedure.

7. The Office staff will act as the Attendance Officers. Any information received by the front office regarding a student's absence will be communicated to teachers as it is received, either in person, via email, or in the form of a written note.

Attendance officers will monitor the completion of the attendance roll for the two-time periods during each day. Contact will be made with classes who have not complied with the school's requirements.

#### 8. St Thomas More School Non-Attendance Procedures

- Non-resolved absences monitored and then followed up by classroom teacher.
- Absentee follow-up letters (available through SEQTA) or emails are sent to parents to ensure teachers stay up-to-date with attendance records.
- If there is no reason for student absence on any given day, an SMS is sent by the Admin Officer/Admin Assistant to parents, notifying them that their child has an unexplained absence for that day. If no response is received within a reasonable time-frame, a telephone call is made to the parent/guardian as a follow-up.
- If the class teacher/attendance officer notices a pattern of absence for any student, then the Leadership Team is notified.
- The Leadership Team will make contact with the parents or guardians of students who have an attendance rate of less than 90% to request a reason for the low attendance rate.