



STUDENT ATTENDANCE PROCEDURE

2021

Review Date 2024

Ratified by the School Board: _____ 2021

Vision Statement

By the end of 2023, St Anthony's will be known as an innovative School, where learners thrive through connectedness, belonging and a commitment to excellence.

Developed by Staff & School Board. All references to Staff members are inclusive of Administration Staff, Support Staff, Teachers and Relief Teachers.

Scope

Student attendance is compulsory under the Education and Children's Services Act 2019 and the associated Education and Children's Service Regulations 2020. The Act requires each child between the ages 6 and 17 years of age to be engaged in schooling or an approved learning program. This procedure provides an overview and shared understanding of the procedures to monitor and promote attendance. Such practices are essential to support all members of the school community and to positively influence children's wellbeing and learning.

Student attendance data is used for legal purposes, system auditing, student wellbeing and achievement purposes, as well as school resourcing. Therefore, it is critical that the data be maintained in an accurate manner.

Responsibility of School Leadership: Ensure all school staff are familiar with their responsibilities in relation to children's attendance:

- Ensure attendance records are maintained
- Implement procedures to follow up non attendance and document interventions
- With the staff and the school community monitor attendance and assist with the development of attendance plans if required.

Responsibility of the St Anthony's Catholic Primary School staff

- Student attendance is to be entered in SEQTA by the class teacher by 8.55.
- If a student arrives after 8.55am, the student must go to the the Front Office and advise the admin staff that they are late.
- On occasion when there is a morning assembly or a before school sporting event, the roll will be entered as close to 8.55 as possible.
- The 'unexplained absences' will be dealt with by the trainee and a SMS text is sent through SEQTA to the student parent's mobile to contact us with a reason for their child's absence.
- The Admin Staff will note the reason and change it on SEQTA.
- If there is no reply, the Absentee Officer will note it on SEQTA as 'unresolved absence'. The trainee will produce a SEQTA 'Absence Report' which is emailed to all staff showing all of the student absences. A hard copy is kept in the Absences folder (required for accountable emergency evacuations) and an electronic copy is filed in the staff drive and admin drive. If class teacher has received notification of absence, they are to inform the front office, stating the reason for the absence, this will be entered into SEQTA by the Administration Staff.
- When a student is absent 'unexplained' for three consecutive days, the Class teacher is to make contact with the parent/carer. The Principal must be notified by the class teacher and the Administration Staff.
- When a student is absent 'unexplained' for five consecutive days, the Class teacher and Administration officer are to notify the Principal, who will then follow up with the family.
- If the reason and/or frequency for the student's absence is of concern (5 unexplained absences in the term) the office and/or teacher notifies the Principal, who will follow up.
- Subsequent absences (several unexplained in a term) requires a parent meeting or a home visit with the Counsellor/APRIM or Principal. A re-engagement plan is to be negotiated with the student and families which is to be included in their PPL. This is to be recorded in SEQTA notifying teachers of the plan.
- Repeated unexplained absences/chronic non-attendance (10 days or more per term) are to be reported and recorded in SEQTA and the Principal is to be notified by the class teacher and

/ or the Admin staff who will make a report to the DECD Attendance Officer as well as make a Mandatory Notification. Challenging cases of non-attendance will be handled by the Principal.

- St Anthony's Catholic Primary School must document all attendance and all information relating to non-attendance, in SEQTA. This is a legal requirement.
- All explanations, replies to absentee notes, medical certificates and other documentation are to be recorded in SEQTA, the common entry point for such documentation.

Responsibility of Parent/Carer

- If a student is absent, parents/carers are asked to call the school office on 8733 3479 or text the absentee line (0407 650 206) by 9.00 am, explaining the reason why their child will be absent.
- Parents/caregivers may send a note prior to the student being absent or send a message to their child's class teacher via SeeSaw. If parents/caregivers choose to send a message to the class teacher, we ask that they contact the School Office directly as well.
- If a student is late (arrives after 9.00 am), the students must sign in at the Front Office. We ask that parents/caregivers encourage their child/ren to sign in at the Front Office on the way to their class.
- If a student leaves early, a note or an email to the Front Office and the Class teacher to confirm arrangements is required, the student must sign out at the Front office.
- If a student is to be absent from school for 3 consecutive days or more, a pre-arranged exemption form is to be completed and forwarded to the Principal for approval.
- An SMS will be sent (0407 650 206) if a parental call or text has not been made to confirm absence and also to provide an opportunity to confirm a reason for a students' absence.