



SAINT HELENA'S
CATHOLIC PRIMARY SCHOOL


Something Beautiful for God

Attendance Procedure

RATIONALE

St Helena's Catholic Primary School is committed to providing a safe and supportive learning environment for all students, which addresses their educational needs. Regular attendance at school is fundamental to all students' learning. Consistent attendance and participation are essential for all students' social and academic learning.

DEFINITIONS

 *Students* are defined as children and young people enrolled in schools and early learning and care services.

 *Parent* includes parents, guardians and primary caregivers.

PROCEDURES

Daily Attendance

- Student attendance will be recorded by 8:30am and 1:30pm and updated when necessary throughout the day. This is the responsibility of the teacher in charge of the classroom between 8:15am – 8:30am and at 1:30pm.

Absences

- Parents are required to advise the school of the reason for an absence by no later than 8:30am on the day of absence. This can be written, verbal or in electronic form (e.g. email or SMS).
- Administration staff will enter the reason provided (either verbal, written or electronic) for the absence. This will be entered into SEQTA Attendance Administration for the absent days using the Attendance Manager feature. This will include who this was authorised by i.e. parent/guardian, their relationship to the student, the form through which the absence was advised i.e. email, phone call, signed note, medical certificate, and brief details of the reason for the absence. The staff member's name who entered the details along with the date will automatically be assigned to the entry.
- All written absences will be initialled by the administration staff member that it was entered by and provided to the classroom teacher.
- Unresolved absences (i.e. no reason given) will be followed up with an SMS message to one or both parents requesting an explanation for the absence. If there is no response to the SMS a subsequent phone call will be made.
- Our aim is to have no unexplained absences in our attendance data.

Students 'at risk'- Attendance below 90%

- Students with attendance below 90% will be deemed 'at risk'. Teachers will make contact with parents of students in this category. Students deemed 'at risk' will be monitored carefully by the classroom teacher.
- If unsuccessful in contacting a parent/caregiver of a student 'at risk' or attendance does not improve after classroom level intervention and support, the attendance concern will be referred to the Leadership Team.

Late Students

- For students arriving at school after 8:30am, attendance will be noted as late in SEQTA by administration staff and the student provided with a late pass to hand to their teacher.
- If students arrive after 9am, the parent is required to sign the student in through SEQTA using the iPad in the Administration Office.
- The class teacher will contact parents of students who regularly arrive late. This may be used to generate an Individual Attendance Plan.

Vacation Leave

- Families taking vacation leave during school terms is discouraged. Parents/ must send written notification of vacation leave to the Principal. All vacation leave must be approved by the Principal.
- At the Principal's discretion, teachers may or may not be requested to provide work to students on vacation leave.
- The absence will be entered into SEQTA with an accompanying comment to explain the absence.