ATTENDANCE PROCEDURE

St Helena's Catholic Primary School is committed to providing a safe and supportive learning environment for all students and is required to keep accurate attendance records for all students enrolled at the school.

SCHOOL PROCEDURES

Our aim is to ensure that the child is at school during school hours or, when unable to attend, to ensure they are in the care of a parent/caregiver.

- Student attendance will be recorded at the commencement of each day by 8:20am and 1:40pm and updated, when necessary, throughout the day. This is the responsibility of the **teacher** in charge of the classroom.
- Attendance events will be recorded using the Online Attendance Portal on SEQTA provided through the Catholic Education of Western Australia.
- **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/caregiver, 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.
- Student marked as "Absent" will be followed up by the **Administration Staff** with an SMS message to one or both parents/caregivers requesting an explanation for the absence. If there is no response to the SMS a subsequent phone call will be made.
- The **Principal** should make sure attendance data is regularly monitored and analysed to look for attendance patterns with support from Classroom Teachers and the Leadership Team. Patterns of absences can be across the school, a class or at the individual student level.
- When recording attendance the details must include:
  - If the student was physically present or not.
  - Any reasons given for an absence.
  - If the reason for the absence is Authorised or Unauthorised.
  - A mark for half-day attendance if the student is present for at least two hours of instruction

RELIEF TEACHER PROCEDURES

The **Administration Officer** is to ensure that a hard copy of the class list is made available to the Relief Teacher for attendance purposes. The **Relief Teacher** then sends the list to the Office in the communication box by 8:30am. The list is processed through the Administration Office immediately and returned to the class for the **Relief Teacher** to provide the afternoon attendance information. The class list is then sent to the Office again at lunchtime for the afternoon attendance recording or phoned through to Administration.

TYPES OF ABSENCES

Authorised absence (EXPLAINED):

A Principal can record an absence as 'Authorised' if there has been a reasonable explanation for a student's absence. A reasonable excuse for the purposes of explaining a school absence can include:

- Medical or dental appointments.
- Bereavement or attendance at a funeral, including Sorry Business.
- Illnesses and accidents.
- Unforeseen and unexplained circumstances.
- Compliance with another law that results in the child's absence.
- The child is undertaking approved education/training.
- The child has been suspended.
- The child is attending or observing a religious event, culture observance or obligation.

Unauthorised absence (UNEXPLAINED):

A Principal can record an absence as 'Unauthorised' when there has been no reasonable explanation provided for the absence. In general, it is expected that these absences would not be excused:

- The parent/caregiver did not seek approval beforehand, or in accordance with school procedures/guidelines.
- The student was absent due to leisure or social activities without approval.
- The conditions of an authorised absence were not met (e.g. a student absence learning plan during a family holiday was not completed).
- The parent/caregiver has provided no explanation for the absences.

Having accurate data, including the reasons for absences, is important for:

- developing improvement strategies for students.
- reporting for funding requirements.
- using as evidence when there are attendance concerns.

PARENTS/CAREGIVERS RESPONSIBILITIES

- Parents/Caregivers must enrol a child of compulsory age at a registered school and ensure the child attends school at all times when the school is open for instruction.
- Ensure the child attends school at all times when the school is open for instruction.
- Provide an explanation for any absence their child has as soon as is practically possible, This can be:
    - Written, a note sent to the school signed by a parent/caregiver.
    - Verbal via direct contact from a parent/caregiver in person or on the phone.
    - electronic form, an email sent to the Attendance Officer through the email address admin@sthelenas.wa.edu.au.
- Work in partnership with the school to support attendance.

Late Students

- If students in Pre-Primary to Year 6 arrive at school after 8:20am, the parent/caregiver is required to sign the student in through the Administration Office. Attendance will be noted as late by administration staff and the student provided with a late pass to hand to their teacher.
- The class teacher will contact parents/caregivers of students who regularly arrive late. This may be used to generate an Individual Attendance Plan.

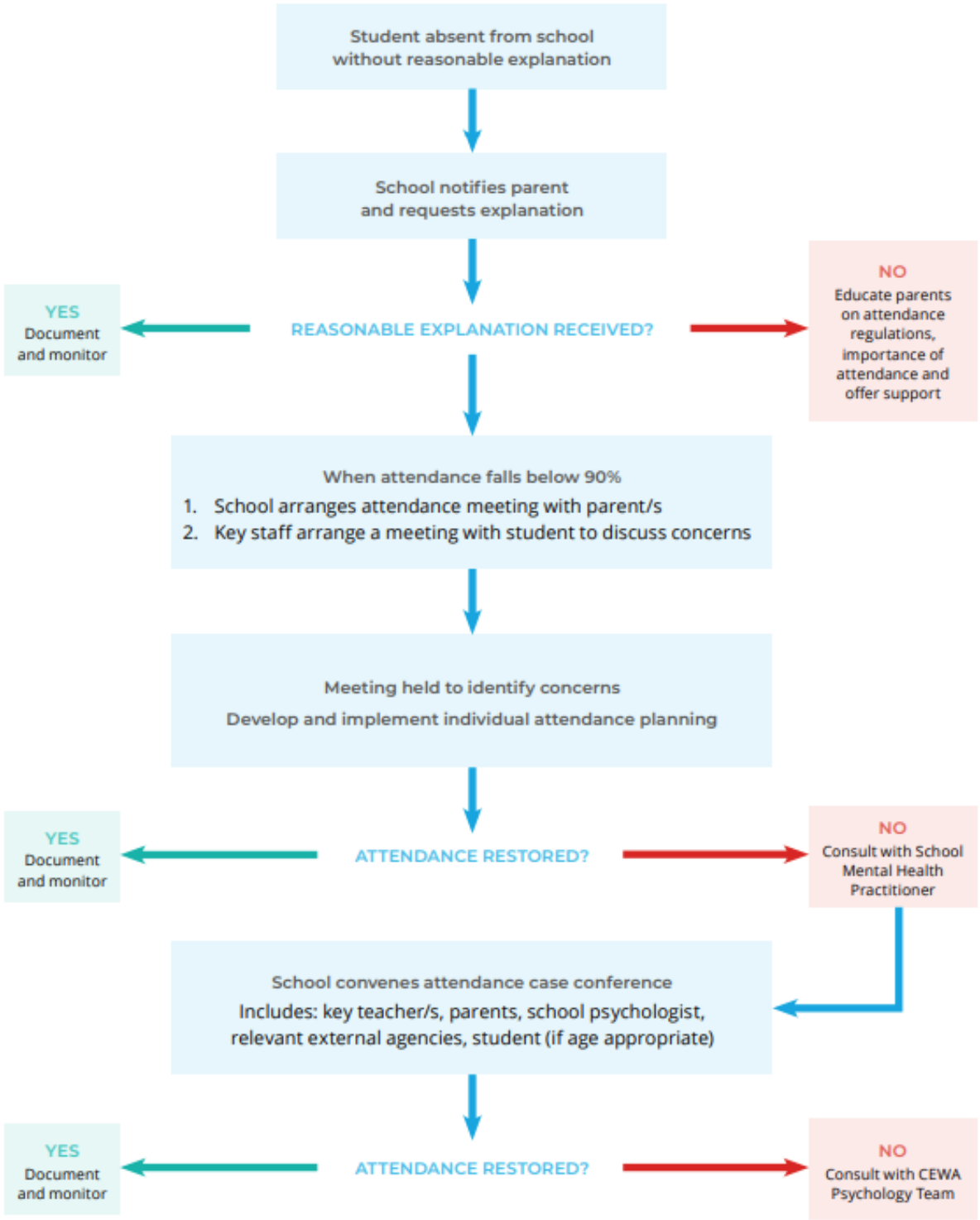
Vacation Leave

- Families taking vacation leave during school terms is discouraged. Parents/Caregivers must send email notification of vacation leave to the Principal via admin@sthelenas.wa.edu.au The Principal must be notified of all vacation leave before the leave takes place.
- The absence will be entered into SEQTA as an "Unauthorised Absence" with an accompanying comment to explain the absence.

Students 'at risk'- Attendance below 90%

- Students with attendance below 90% will be deemed 'at risk'. Teachers will make contact with parents/caregivers 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.

SOURCE OF AUTHORITY	
CECWA Policy	Community
Executive Directive	Student Safety and Wellbeing
Originally Released	2021
Last Review	2025
Next Review	2026

Student Non-Attendance Flow Chart