



OUR LADY'S ASSUMPTION
SCHOOL

Student Attendance Procedures



Contents

	Student Attendance Procedures
1.0	Rationale & Principles
2.0	Student Attendance Procedure
2.1	Records
2.2	Authorised Absence
2.3	Unauthorised Absence
2.4	Principals Responsibility
2.5	Parents/Guardians Responsibility
3.0	Student Non-Attendance Flow Chart
4.0	Day to Day Attendance Procedures
4.1	Accepted forms of resolved non-attendance
4.2	Children Arriving to School Late
4.3	Children Leaving School Grounds Early
4.4	Absentee – School Responsibility
4.5	Absentee – Parent Responsibility
5.0	Process for Reengaging Students
5.1	Indicated Educational Risk
5.2	Moderate Educational Risk
5.3	Severe Educational Risk



STUDENT ATTENDANCE GUIDELINES

Rationale

It is widely recognised that students need to attend school on a regular basis to gain the maximum benefit from schooling in order to optimise their life opportunities. It is also widely recognised that attendance problems are best managed by early identification and intervention.

The School Education Act 1999 and the School Education Regulations 2000 requires compulsory aged students to attend school on the days on which the school is open for instruction unless an arrangement in writing has been entered into with the **Parents/Carers**. (The Government's State Law Publisher website is: www.slp.wa.gov.au).

The School is responsible for accurately recording and monitoring the attendance of all students and for implementing strategies to restore attendance if there are issues. The attendance information that is held at the school forms part of our reporting process to both the State and Federal Governments.

PRINCIPLES

1. The likelihood of successful learning is strongly linked to regular attendance and appropriate participation in educational programmes.
2. Non-attendance at school can occur for a range of reasons including sickness, family reasons or truancy.
3. Early intervention for students at risk of developing irregular patterns of attendance is crucial so that patterns can be reversed. Indications of risk include frequent lateness, missing lessons, learning difficulties, social or emotional issues, illness or family issues.
4. Parents are required to contact the school about reasons for an explained absence.
5. Students are required as a condition of enrolment to attend all School major events (eg Sports Carnivals, excursions) as well as, academic activities associated with a Year group (Retreats, NAPLAN).
6. Teachers are not required to provide work for students on holidays during the term time.

2.0 Student Attendance Procedure

<https://cewaedu.sharepoint.com/sites/Handbook/SitePages/Attendance-Directives.aspx>

Each school is required to keep accurate attendance records for all its students. This includes taking attendance. Attendance must be recorded by teaching staff at least:

- twice per day for primary and specialist schools

Although all school staff are vital in supporting regular student attendance, the principal is responsible for:

- Keeping accurate attendance records for every child enrolled in the school; these can be stored electronically but must be able to be reproduced in written form.
- Maintaining records for the appropriate period of time under the School Education Regulations 2000.
- Managing alternate attendance arrangements.
- Implementing plans and strategies to encourage regular attendance.

2.1 Records must include:

- If the student was physically present or not.
- If the student was attending a different approved activity (the teacher running that activity must also record attendance).
- Any reasons given for an absence.
- If the reason for the absence is reasonable (see examples).
- A flag for unexplained absences (removed if a reason is given later).
- Information about any unsatisfactory attendance at school or classes.
- A mark for half-day attendance if the student is present for at least two hours of instruction.

2.2 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 receiving distance education through a registered school
- The child is undertaking approved education, training and/or employment
- The child has been suspended
- The child is attending or observing a religious event, culture observance or obligation.

2.3 Unauthorised absence (UNEXPLAINED) – A principal can record an absence as **'Unauthorised'** when there has been no reasonable explanation provided for the absence.

If a reason is given to the principal and it is not approved, then the school will notify the parent/carer in writing.

In general, it is expected that these absences would not be excused:

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

2.4 Principals should make sure attendance data is regularly monitored and analysed to look for attendance patterns. Patterns of absences can be across the school, a class or at the individual student level. 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.

2.5 Parents/Guardians responsibility

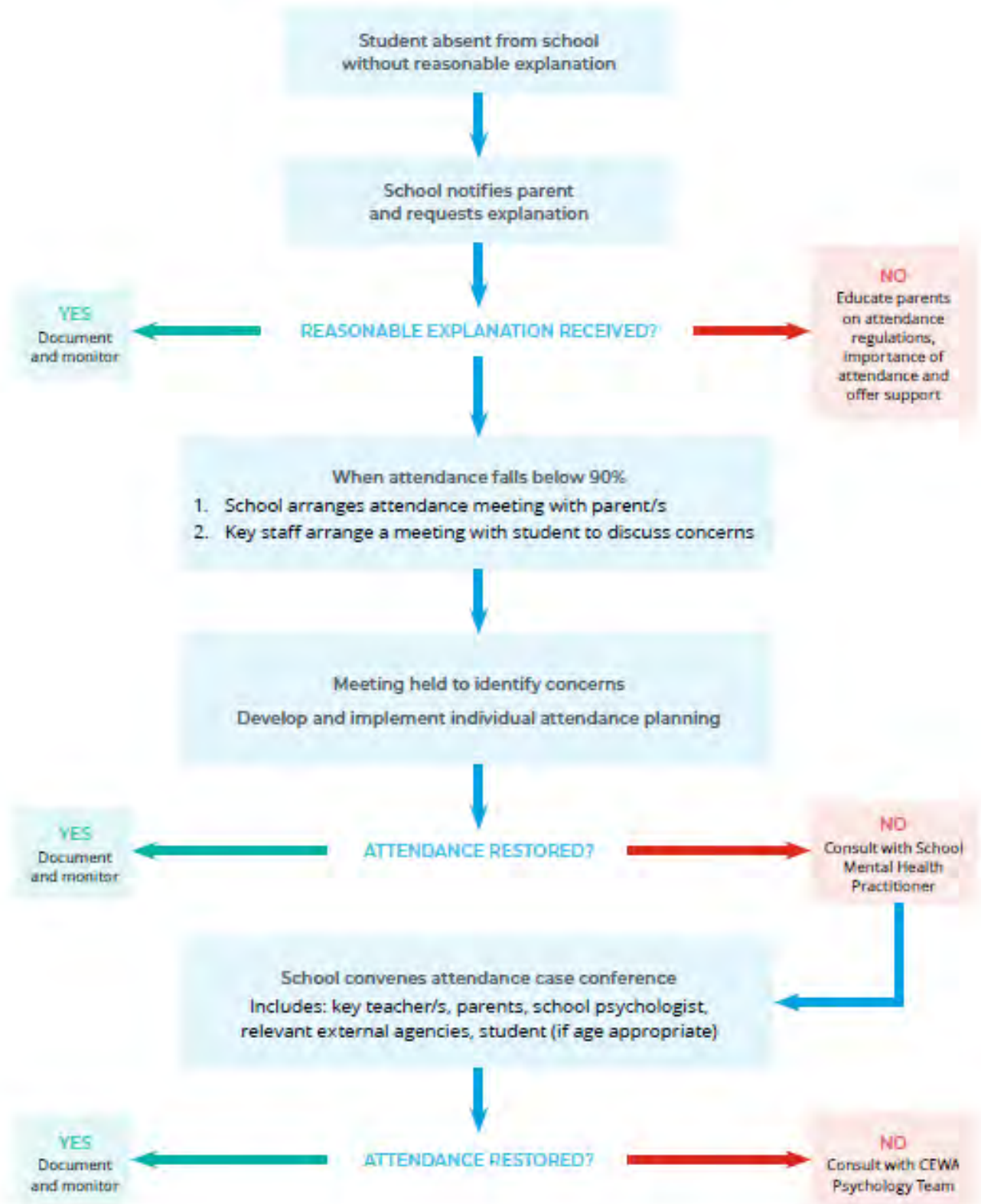
Parents/guardians must enrol a child of compulsory age at a registered school and ensure the child attends school at all times when the school is open for instruction.

Parents/guardians must provide an explanation for any absence their child has and work in partnership with the school to support attendance.

The parent/guardian of the student is required to:

- Ensure the child attends school at all times when the school is open for instruction, unless complying with an arrangement under section 24.
- Provide an explanation for any absence their child has within three days.

Student Non-Attendance Flow Chart



3.0 The Student Non-Attendance Flow Chart guides the school's procedures in addressing absenteeism. The procedures on the following pages adhere to the Student Non-Attendance Flow Chart.

4.0 Day to Day Attendance Procedures

4.1 Accepted forms of resolved non-attendance

The following methods of non-attendance reasoning will be accepted:

- Direct contact from a parent or legal guardian, via telephone call the school (0894713000)
- An email sent either to the class teacher or school administration
- Use of the online (website) absentee form which generates an email to admin
- Use of the Schoolstream absentee form which generates an email to both the classroom teacher and admin

4.2 Children Arriving to School Late

- Students who arrive to school past 8:40am must be signed in at the front office through the Passtab iPad.
- If a child is not present when the morning roll is taken in seqta the child will be marked as absent.
- When a child signs in as late the roll shall be amended to reflect the late **arrival as 'late'**.

4.3 Children Leaving School Grounds Early

- Parents or guardians who require their child/ren to leave school earlier than the end of the school day (3:05pm) must record this early departure through the front office via the Passtab iPad.
- Early Childhood students may be collected from class, Years 1 – 6 students are to be called to the office.
- This early departure must also be recorded through SEQTA and identified as Medical, Resolved or Educational Activity Offsite.
- In special circumstances, negotiations between Administration staff and parents may occur to permit student release and the signing out of a student. In the case where a parent is unable to come into the office personally, a member of admin staff will sign the student out of school in the appropriate way and accompany the student out of the office to the parent.

4.4 Absentee – **School's Responsibility**

- Classroom teacher to take the roll on an AM (by 9:00am latest) and PM (12:00pm) basis.
- School to contact parents of absent student when prior notification has not been advised via SMS on SEQTA.
- Record number of absent days (or half days) on individual student semester reports.
- **It is not the school's responsibility to provide extra curriculum for student absenteeism due to recreational activities or extended leave.**

4.5 Absentee – Parent Responsibility

- All students are expected to be present at school for the entirety of each term.
- Avoid recreational activities within school time to avoid missed curriculum
- **Provide the school of notification on the day of student's absence as early as** is practically possible through either the absentee phone line, email, website absentee form or Schoolstream absentee form.
- Provide written notification of any intended absenteeism in advance.
- Provide written notification of absence on the return of the student.

5.0 Process for Reengaging Students

When **a child's attendance drops** below 90% (deemed as educational risk) without professional medical reason or authorised extended leave, procedures are as follows:

- Indicated Educational Risk – 80-89% attendance.
- Moderate Educational Risk – 60 – 79% attendance
- Severe Educational Risk - <60% attendance

5.1 Indicated Educational Risk – 80-89% attendance

- **When a student's attendance** falls into the Indicated category of 80-89%, the classroom teacher is responsible for contacting (and documenting) the **parents to advise them that their child's attendance at school is below 90%**.
- The classroom teacher is to monitor the attendance of that student.

5.2 Moderate Educational Risk – 60-79% attendance.

- **When a student's attendance falls** into the Moderate category of 60-79%, the classroom teacher is to inform the Leadership Team.
- The Leadership Team **will contact the parents to advise them of their child's** attendance.
- A meeting will be requested to discuss ways the school can provide support and assistance to ensure the student is attending school on a regular basis.
- An action plan is to be developed and signed by the classroom teacher, parents and Leadership Team member.
- The Leadership Team will liaise with any of the following, pending each cases requirements, the Class Teacher, School Counsellor, Psychologist or School Improvement Officer.

5.3 Severe Educational Risk – below 60% attendance.

- **When a student's attendance falls** into the Severe category of below 60%, the classroom teacher is to inform Leadership Team who will contact the **parents to advise them that their child's attendance at school** is the category of Severe Educational Risk.
- Another meeting will be requested to discuss the action plan and any recommendations from CEWA Psych services or other involved agencies.
- Continue to engage with CEWA Psychologist for any further recommendations.
- Continue to monitor.

CEWA Student Attendance Executive Directive

<https://cewaedu.sharepoint.com/sites/Handbook/SitePages/Attendance-Directives.aspx>

CEWA Student Attendance Guidelines

https://cewaedu.sharepoint.com/sites/Handbook/Shared%20Documents/Student%20Safety%20Wellbeing%20Behaviour%20Resources/2020.11_Student%20Attendance%20Guidelines.pdf

CEWA Student Attendance Resources

<https://cewaedu.sharepoint.com/sites/Handbook/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FHandbook%2FShared%20Documents%2FStudent%20Safety%20Wellbeing%20Behaviour%20Resources%2FFinal%202021%2E06%5FStudent%20Attendance%20Resources%2Epdf&parent=%2Fsites%2FHandbook%2FShared%20Documents%2FStudent%20Safety%20Wellbeing%20Behaviour%20Resources>

Document Title: OLA Student Attendance Procedures				
Approved By	GM	Next Review Date	06/2024	Printed copies of this document are not controlled.
Originally Released	2023	Review Frequency	Reviewed Annually	
				2023