



School Attendance Guidelines and Procedures

SOURCES OF AUTHORITY

CECWA Policy	Community
Executive Directive	Safety Wellbeing and Behaviour

RATIONALE

From moral, pastoral, professional and legal standpoints the accurate recording of a student's attendance at morning Pastoral Care Period, at every period and on school excursions is of fundamental importance. Due to our legal duty of care responsibilities, 100% accuracy in recording student attendance is essential. The onus of this serious responsibility belongs to the Pastoral Care Teachers, class teachers in each period, teachers taking students off campus and College administration staff.

We will strive for excellence: By attending school each day this will give students the best opportunity to achieve their potential.

PRINCIPLES

The School Education Act 1999 requires all enrolled student to attend school or participate in an educational program of the school. Principals are required to record and monitor student attendance and develop appropriate strategies to restore attendance for students with persistent absence.

Principles of this policy are:

- Absences - whole day and part day
- SMS Message System
- Late to School
- Early Departure
- Frequent early departure
- Students leaving the College during school hours

PROCEDURE

Parents are requested to use the College App to notify the College of an absence from school on or before the day of a student's absence. The College also has an email – studentservices@emmanuel.wa.edu.au, telephone (08) 9414 4051, or SMS 0418 883 542 through which the parents can contact, however the College App is the preferred option. An explanation is required from the Parent/Guardian that must detail the reason for the student's absence.

EXTENDED ABSENCE FROM SCHOOL

Parents are encouraged to not take their children on holidays during term time. Families who make decisions to remove their children from the College during the normal school term for extended periods of time and for the purpose of a holiday need to inform the Principal in writing of any extended absence. Parents also need to be aware that teachers are under no obligation to provide work for the students concerned. Parents need to understand that there is no substitute for having face-to-face instructional contact with the classroom teacher. Please note that if a student is absent, families should refer to the Assessment Policy regarding assessment implication.

Parents of students who are continually absent, will receive a letter at the end of each semester if attendance rates fall below 90%. If there is continual poor performance, parents and students will be required to attend meetings at the College.

PARENT ABSENCE

If Parents/Guardians are away, and students are under the care of another, we ask that you please inform Student Services and your child's Head of Year at the College.

ABSENT TYPES

WHOLE DAY ABSENCES

The process for recording daily absentees is:

- The electronic roll is the official record of the student's presence at or absence from school. Hence it must be entered with clarity and accuracy.
- The Pastoral Care Teacher will complete daily student attendance on the College electronic system.
- The working copy of SEQTA is used to record the daily attendance. The working copy is corrected by the Student Services each day.

- Recording attendance means marking a tick (✓) against the name of each student present and a cross (x) against the name of each student who is absent. If a student is on a school camp, excursion or Work Place Learning, he/she will be recorded as such by Student Services. A list of students away from the campus on a school related excursion is emailed to staff and Student Services by the teacher(s) concerned. This should be done at least one week before the scheduled event (as per the excursion policy). Student Services will enter the data into SEQTA.

Pastoral Care Period

If a student arrives during Pastoral Care Period, they must report to Student Services before attending class. The students will sign into the Late Kiosk and an automated message will be sent to parents notifying them that their child has arrived late.

Periods 1- 6

- Recording attendance means marking a tick (✓) against the name of each students present and a cross (x) against the name of each student who is absent. Any student that is marked with a cross (x) against the name needs to be reported immediately, via email to Student Services. They will follow-up the whereabouts of the student in question. If the student shows to class, then the teacher is required to email Student Services with this information. Student who arrive late to class are to be recorded as late (✓L).
- All class attendance records should be completed within the first ten minutes of the period. Parents of students noted as absent in Pastoral Care and Period 1 will be sent an automated SMS if a message has not been received.
- Student Services keeps a daily record of telephone calls received from parents of absent students or made to parents of absent students. These are entered into SEQTA.
- In every class throughout the day, the Class Teacher is required to check student attendance against the SEQTA roll. Any discrepancies must be sent through to Student Services.
- The official SEQTA Attendance Report is stored with official College records by the Student Services.
- Prolonged length absences will require a medical certificate. Missing examinations will require a Medical Certificate (as per the Assessment Policy) as will major College events, such as the Athletics Carnival, Swimming Carnival and Year level Retreats.
- An SMS text message will be automatically sent to the mobile phones of the primary contact at 9.30am explaining that the school records show that their child is absent from school. The message will give the child's name, date and indicate that they are absent.
- The message will arrive on the phone displaying the number (0418 883 542). Parents should store this number under Emmanuel Catholic College.

Parents are required to:

- Reply immediately by submitting a notification on the College App, SMS reply giving the name of the child and the reason for absence, Phone the absentee line on 9414 4051, or Email the College absentee@emmanuel.wa.edu.au

PARTIAL ABSENCES

Arriving Late

Students arriving to the College after 8.35am must report to Student Services before attending class. The students will sign into the Late Kiosk and an automated message will be sent to parents notifying them that their child has arrived late. Parents/Guardians are asked to provide a note via the College App with a valid explanation. Sanctions are put in place for students with multiple unexplained late arrivals, within one term.

Please see table below explaining unexplained late consequences.

LATE TO PC NUMBER OF OCCASIONS	PROCEDURE UNEXPLAINED LATE
1	Pastoral Care teacher communicates with home <ul style="list-style-type: none"> Entered on SEQTA under late to PC 1
2	Pastoral Care teacher communicates with home <ul style="list-style-type: none"> Entered on SEQTA under late to PC 2
3	Pastoral Care teacher informs Head of Year, that the student has arrived late to Pastoral Care on three occasions. Head of Year communicates with home re: lunchtime detention <ul style="list-style-type: none"> Phone call to parents from Head of Year entered on SEQTA under Lunchtime Detention
4	Head of Year communicates with home re: after school detention. <ul style="list-style-type: none"> Phone call to parent from Head of Year. Entered on SEQTA under after school detention
5	Head of Year informs Deputy Principal, that the student has arrived late to PC on five occasions. Head of Year communicates with home re: after school detention and parent/ student/ Head of Year/Deputy Principal interview. <ul style="list-style-type: none"> Phone call to parents from Head of Year entered on SEQTA under after school detention Meeting booked with the student, parent, Head of Year and Deputy Principal.

Early Departure

Students who need to leave before the end of the school day, parents must inform the College by email the College App detailing the time and reason for the early departure.

Parents/Guardians are requested to wait in College Reception to collect their child. Students must wait in Student Services until a Parent/Guardian has signed them out.

Frequent early departure or late arrival

Students who need to leave school consistently early or arrive late will need to make a formal application to their Head of Year outlining the reasons for the consistent early departure/late arrival. All cases will be dealt with on a one-to-one basis. The relevant Deputy Principal reserves the right to decline the application.

ILLNESS AND MEDICATION

Any student who is injured or taken ill must report initially to Student Services with the permission of the classroom or duty teacher. If the illness is sufficiently serious, a Parent/Guardian will be contacted to take the student home. All communication home must go via Student Services. Students are not permitted to contact parents themselves to request pick up. The College can only contact a Parent/Guardian, or a nominated Emergency Contact, regarding the release of a student. It is essential for emergency contact information to be accurate. Please update contact details for your family.

Permission to administer paracetamol and antihistamine is requested upon your enrolment. Should your child need any other additional medication administered during the school day, please contact student services studentservices@emmanuel.wa.edu.au to arrange.

REFERENCES

Nil

RELATED DOCUMENTS

Nil

SOURCES OF AUTHORITY			
Authorised by	Leo Di Gregorio	Date	30 July 2021
Effective Date	30 July 2021	Next Review	2023