



College Operation Guidelines

Absence from School

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
- Parent notification via SMS
- Late arrivals
- Early Departure
- Excursions
- Workplace learning / Tertiary studies

Procedure

All absentees, early departure and notifications of late arrivals require an explanation by Parent/Caregiver and must be processed through the College APP before 8.30am on the day of the student's absence from school. Student services process these and will ensure your students SEQTA accounts are updated.

Extended Absence from School

Parents/ Caregivers are encouraged to not take their children on holidays during term time. Extended absences impact on your child's learning. If your child is absent outside the school holiday period, please be aware that it will be their responsibility to manage their class learning and are encouraged to speak to their teachers prior to departure. This also includes participation in a State or National sporting team that involve interstate/ international travel. Parents/ Caregivers 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. The school required notification of any extended absences to be emailed to the Deputy Principal of Teaching and Learning three weeks in advance.

Should your student be absent for an extended period due to medical reasons, please communicate this to Student Services as soon as possible so that we may support your child during their recovery and reduce the impact of their absence on their learning.

Parent Absence

If Parents / Caregivers 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.

Absent Types

Whole day absences

The process for recording daily absentees is:

- The College uses SEQTA to record all daily attendance. The SEQTA roll is corrected by the Student Services each day.
- Absentee, late, and early departure notifications sent via the College APP are manually entered by Student Services into SEQTA.
- Students must be in their classroom at 8.35am when their teacher will complete the first attendance role of the day.
- Should your student be missing any examinations they will require a Medical Certificate. Please advise the College that your student will not be attending via the College APP prior to the examination and forward the Medical Certificate via the APP as soon as you receive it from the Doctor (every effort should be made to ensure we have this on the day of the examination).

Late Arrivals

- If a student arrives late to school (regardless of prior parent notification), they must report to Student Services before attending class. The students will sign into the Late Kiosk before attending class.
- Student Services will send a notification SMS to parents of students who are late to school without prior notification requesting parents log into the APP and provide an explanation to the late arrival.

Pastoral Care Period

- If a student arrives late to school (regardless of prior parent notification), they must report to Student Services before attending Pastoral Care. The students will sign into the Late Kiosk before attending class.

Periods 1-6

- In every class throughout the day, the Classroom Teacher is required to check student attendance against the SEQTA roll.
- Student who arrives late to class are to be recorded as late.

- Student who has been marked absent, without parent notification, for the first two rolls of the day will be sent an SMS reminding them to log into the College APP for explanation.
- Student Services check all roll discrepancies and request teachers confirm or amend their roll accordingly.

Parent Notification

- Should your child be absent from school without prior APP notification Student Services will send an SMS to the students' Parents / Caregivers at 9.30am. The message will direct them to the APP to notify the school of their child's absenteeism.

Early Departure

- Should your student/s need to be collected early prior notification must be received by the College APP before 9.30am. Student Services will send your students teachers a Direct Message asking them to excuse your student at the allocated time along with your student to ask for them to wait at student services for your arrival.
- We understand that sometimes specialist appointments come up at the last moment, in which case, we appreciate as much notice as possible.
- On approval at the College, please sign your student out at Front Reception who will call Student Services and send your student out to you.

Excursions

- The College uses 'Consent2Go' for all our excursions. Excursion invitations will be sent to parents prior to the excursion and parents must approve the invitation to the listed RSVP date. Without prior parent approval, your student will not be permitted to attend. Student services will update SEQTA to reflect all students who are on excursion after consultation with the organising teacher and Consent2Go.

Workplace Learning / Tertiary

- Should your student be unwell, please let both the College and Workplace/TAFE know.

Illness and Medication

- Any student who is injured or taken ill must report to Student Services with the permission of the classroom or duty teacher. If the illness is sufficiently serious, a Parent / Caregiver 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 pickup.
- The College can only contact a Parent / Caregiver, or, with Parent / Caregiver permission, a nominated Emergency Contact, regarding the release of a student.
- Permission to administer paracetamol and antihistamine is granted by Parents / Caregiver via Consent2Go.
- Should your child need any other additional medication administered during the school day, please contact student services studentservices@emmanuel.wa.edu.au to arrange.
- Students who require an epi-pen or Ventolin, must carry it on their person at all times.