



Compulsory Education Policy (Attendance)

Vision Statement

St. Joseph's Catholic Primary School is a Christ-centred community, within the Bunbury Parish, which aspires to educate and develop the whole child in a caring, Catholic environment, recognising and respecting the uniqueness, dignity and the rights of others.

Rationale

To maximise learning opportunities by ensuring student absenteeism is kept to a minimum.
To put into place agreed processes for managing student absences within the School.

Definition

St Joseph's Catholic Primary School encourages students to achieve to the best of their abilities. Therefore, it is expected that all students take full advantage of their educational opportunities, including regular attendance, completion of all set work and consistently working to their full potential. Students of school age (5 - 12 years) who reside in Western Australia are required to be in full time attendance at a government or registered non-government school unless they are receiving approved home tuition, have shared enrolment with a specialist setting, have received an exemption from the Department of Education WA / CEWA or are enrolled in correspondence education.

Principles

St Joseph's Catholic School endeavours to educate students who:

- are developing a spiritual connection and an understanding of their faith.
- are creative and engaged learners, taking risks and reflecting on their learning.
- have sound literacy and numeracy skills.
- are socially just, show compassion and have an awareness of environmental issues.
- display positive behaviours and strong social skills creating and maintaining meaningful relationships.
- are responsible global citizens who value and respect diversity.

Procedures

1. All enrolled students are expected to attend all scheduled classes.
2. Students must have a valid reason for not attending (these are outlined under Approved Absences)
3. The official attendance register is marked electronically at the 8.50am and 1.50pm each day.
4. Class teachers record attendance on SEQTA.
5. Students absent from the beginning of day roll marking will be contacted by the school's office if the absenteeism is un-notified.
6. Attendance data will be reviewed regularly by the Administration team
7. Parents/Guardians of absent students are required to provide authorisation in writing, email or by phone, detailing the reason/s for their child's absence.
8. Parents/guardians are expected to advise the School of any extended absence (e.g. family holiday), prior to the absence.

9. Students who are recorded absent at morning or afternoon roll call will have a half day unapproved absence recorded, unless otherwise advised, which will count towards the yearly tally of unapproved absences.
10. Once unapproved absences reach a total of 5 days for the year, the school will notify the parents.
11. Number of days absent will be marked on the students' school semester reports.

Approved Absences include:

- Notification before 9.30 am on the day of absence by phone (9796 8100), a signed note or an email by the parent/guardian explaining the reason for the absence (illness, family trauma, etc.)
- Family holidays: the School Office and classroom teacher should be informed of holidays in advance. Parents are required to sign a Students Taking Leave During School Time letter which may be obtained from the school office.
- School representative events.

Attendance Protocols:

- St. Joseph's Catholic Primary School has a 24-hour phone number with an answering machine if the office is unattended.
- When parents/guardians know their son or daughter will be absent from school, they should phone and: 1. Identify themselves as the parent/guardian of the student 2. Advise the name and Year Level of the student 3. Advise the reason for the absence and the expected length of the absence. (A note outlining reasons for a child's absence must be sent to school by a parent or legal guardian.)
- Notification may be sent via the Skoolbag App.
- Students who leave the School for an approved appointment or activity must sign out and if the student returns, they must sign back in, at the front office.
- Teachers are to maintain accurate attendance records for their own class using the SEQTA platform.
- Teachers are to monitor attendance and advise the Principal if they have any concerns or notice a pattern of absence for their students.
- Parents with students who are late to school are required to sign in at the front office at take a late note to their teacher.
- Parents who wish to take their children before the end of the school day are to sign their children out at the front office or at Kindy and Pre Primary for the early childhood students.

Attendance Officer /School Secretary Responsibilities:

- The attendance officer holds the responsibility of checking that class attendance has been recorded twice daily, after 9.30 and 1.55pm for all classes at school on each given day.
- The attendance officer will check the Admin emails after 9.30am for any parent notifications of absences and will then record this on SEQTA as resolved absences.
- An SMS will be sent by the Attendance Officer after 9.30am each morning to all parents whose children are recorded as being absent that day without any notification if no contact has been made after SMS.
- Any unexplained absentees will be followed up with a phone call from the front office.

Relief Teacher Procedure:

The Assistant Principal or class teacher, in collaboration with 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 class list is to be sent to the office before 9.30am. The list is processed through the front office immediately and returned to the class for the teacher to provide the afternoon attendance information.

Supporting Documents:

School Attendance Guidelines – Western Australian State Government

Retrieved from:

<https://www.education.wa.edu.au/attendance-and-absenteeism>

Student Attendance Policy Department of Education WA

St Joseph's Catholic Primary School Enrolment Policy

Retrieved from:

<http://stjosephsby.wa.edu.au/policies/Enrolment-Policy.pub.pdf>