

LCPS ATTENDANCE POLICY AND PROCEDURE

Implemented: 2022 Reviewed: 2024



RATIONALE

Consistent, accurate and correct recording of student attendance is a legal requirement for teachers in schools in Western Australia. Leschenault Catholic Primary School monitors and manages student attendance on a regular basis in order to ensure students are attending school consistently to maximize the opportunity for all students to learn.

DEFINITIONS

Accepted forms: The following methods of non-attendance recording are accepted at LCPS:

- An email sent to the school office email address: lcpsoffice@cewa.edu.au
- A written "Explanation of Student Absence" form that can be completed at the front office.
- A note sent to school, signed by a parent or guardian.
- Direct contact from a parent or guardian: however, this must be followed up with a note signed by a parent or guardian, or an email.

All absentee communication (including notes and emails) from parents or guardians must include the following details: student name; class; period of absence; parent name and reason

STANDARD PROCEDURES

- The school uses CEWA Student Attendance Guidelines as the key resources in promoting and maintaining high levels of school attendance.
- At LCPS, attendance is recorded using Catholic Education WA's system-wide preferred method - SEQTA software.
- Teachers record morning attendances before 9:30am.
- From 9.30am each day, our SEQTA records must match who is present or absent from school.
- Attendance must be recorded twice a day (morning & afternoon) using the SEQTA attendance system.
- An Absentee Text is sent out to parents whose child is absent and unexplained by the Enrolment Officer who will follow up any unexplained absences.
- Absentee Notes: Absentee notes received by class teachers need to be forwarded to the office that day so they can be entered into SEQTA by the office.

PROCEDURES FOR ATTENDANCE CONCERNS

- Each term in the newsletter, messages promoting high and consistent attendance are shared with the parents and the community
- If the class teacher/staff member notices a pattern of absence or has concerns regarding the attendance of any student, they contact their Assistant Principal (PK-2 or Yr3-6) who will follow through with appropriate action, usually a phone call in the first place.
- At the mid-point of each term, Assistant Principals check the attendance of each student in their cohort.
- **Students with severe to moderate attendance risk (below 79%)** will be contacted by phone and CEWA Attendance Resources will be customized for each circumstance. If student attendance does not improve this high level of ongoing support will continue each term.
- **Students with indicated attendance risk (80—89%)** will be sent Nudge Letters (Resource 6 or 7) and supported each term until their attendance improves above 90%.

INFORMATION PROVIDED TO PARENTS IN HANDBOOK

Attendance and Absences

At LCPS, we know that attendance matters. Significant research and studies show the high levels of attendance is linked to increased academic achievement and positive social outcomes. We strongly discourage “holidays” during term time and days absent from school for recreational reasons. Although high attendance is important, it is also important to keep your child away from school when they are unwell. If your child’s attendance drops to below a satisfactory level, a member of our Leadership Team will contact you to learn of your circumstance and provide you appropriate support.

If your child is unwell (see section 1.28) or unable to attend for another reason, it is a legal requirement that you notify our school. All student absences are recorded, printed and retained by our school. Your communication must include student name, class, duration and the reason for the absence. Process:

- Parent/Carer inform the school if their child is not attending by emailing: lcpsoffice@cewa.edu.au as early as possible but 8:30am at the latest. **OR**
- Parent/Carer complete the “Explanation of Student Absence” available in the office. **OR**
- Parent/Carer complete the “Online Absentee” accessed on our website

If parents do not inform the office of their child's absence, they will receive an SMS message asking them to provide a reason for the absence. Replying to the text message provides us with the necessary written record.

LEGAL REQUIREMENTS (NGS Registration Standards)

Attendance

- A Principal must ensure that attendance records are kept showing for each day whether each student attended, or participated in an educational programme of the school or, in the alternative, failed to attend or participate.
- The records may be kept in electronic form but must be capable of being reproduced in written form [School Education Act, s.28].
- The child’s parents or another ‘responsible person’ should be asked to provide an acceptable explanation for any absence to the Principal [s.25].
- The Principal can require a student not to attend for health reasons [s.27].

Restoring Attendance

- Schools’ attendance policy and procedures must make provision for the identification of students with attendance issues and implementation of appropriate measures to restore regular attendance.
- Schools should develop and implement procedures for following up unexplained absences and improving student attendance rates where appropriate. This may also include school based policy on maintaining enrolment over a student’s extended period of absence.
- In accordance with the Student Tracking System, a cross-sectoral initiative involving both government and non-government schools, ‘missing’ students must be reported to the Student Tracking Coordinator in the Department of Education.
- The Coordinator may authorise the Principal to remove the student’s name from the school’s attendance records and to record on the enrolment register that the enrolment has ceased. Further information is available on the Department of Education website.
- The Director General may check student attendance information to ensure that, where the school has been unable to locate a student within 20 days of the start of an absence and the parent/s cannot be contacted, the Principal has regarded the student as missing and contacted the Student Tracking Coordinator.