



## ST ANTHONY'S SCHOOL

96 Innamincka Road, Greenmount WA 6056

PO Box 4057 Swan View WA 6056

Phone: 9294 5500 Fax: 9255 1774

Email: [admin@stanthonysgreen.wa.edu.au](mailto:admin@stanthonysgreen.wa.edu.au)

[www.stanthonysgreen.wa.edu.au](http://www.stanthonysgreen.wa.edu.au)

### Attendance and Non-attendance Procedures– St Anthony's School

St Anthony's 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 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.

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.

### **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

### **Attendance and Non-Attendance Procedures**

- It is the parent's responsibility to notify the school prior to the commencement of the school day if their child will be absent from school, by phoning the dedicated School office.
- Administration staff check Absentee phone line messages and adjust status on SEQTA of absent children whose parents have phoned in (e.g. "unresolved" 8:30am – 15:00pm if child is away for full day sick).
- Classroom teachers are required to mark morning and afternoon rolls on SEQTA in a timely fashion. Morning roll to be marked no later than 9:00am. Afternoon roll to be marked no later than 1:45pm
- Once all class morning rolls have been marked, Administrative staff send out an absentee SMS to relevant parents/guardians, and adjust child's attendance status accordingly when parents phone the school (e.g. change status from absent to "unresolved" absence), usually by about 9:30am.
- If parents/guardians do not respond to absentee SMS, Administrative staff are to endeavour to contact parents by phone.
- Administrative staff adjust SEQTA throughout the day to reflect the Sign In/Sign Out iPad children who arrive or depart outside normal school hours.
- When advance written notice is received of a child's future absence (for family holiday etc), Administrative staff note this on SEQTA as an "approved absence." If the period of absence is expected to exceed a few days, the Principal and specialist teachers are also informed.
- Absentee follow up letters are printed out fortnightly and sent home via class teachers. Parents are required to provide a written explanation for the child's absence. Class teachers are required to adjust the child's attendance status on SEQTA as each absence is resolved.

- If the student is absent from school and acceptable written explanation has been provided by the parent, teachers are to adjust the child's attendance status on the SEQTA roll and no further action is required.

Attendance notes received from parents are archived each semester

### Following up on long term absence

- Classroom teachers notify concerns of non-attendance to the Pastoral Care committee (Pastoral Care committee consists of Principal, Assistant Principals, Social Worker and Student Support teacher)
- Pastoral care committee devise a plan to follow up on students who have long-term absence

This may include:

- 1)Principal contacting parents for further discussion
- 2)Principal working with CEWA psychologist to assist in plans for meeting with parents to support parents in to work at improving student attendance.

### Student Non-Attendance Flow Chart

