



"A light beneath our feet"

ATTENDANCE GUIDELINES

Sources of Authority	
CECWA Policy	Community
Executive Directive	Student Safety, Wellbeing, and Behaviour

Objective

The Executive Directive – Student Safety, Wellbeing and Behaviour guides the creation of cultures of safety and wellbeing where students feel safe and can flourish in their learning and development.

Rationale

The Education Act mandates that all children of primary age attend school. Other things being equal, time spent learning face-to-face at school is the single biggest factor in learning success. Parents are encouraged not to allow students to miss school unnecessarily as most instruction is sequential and lost lessons may be difficult for children to make up. St Anthony's School monitors and manages student attendance in order to maximise the opportunities of all students to learn.

Definitions

Authorised absence (EXPLAINED) – A principal can record an absence as 'Authorised' if there has been a reasonable explanation for a student's absence.

Unauthorised absence (UNEXPLAINED) – A principal can record an absence as 'Unauthorised' when there has been no reasonable explanation provided for the absence.

Principles

Each 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 and specialist schools

Procedures

St Anthony's Primary School will:

RECORDING ATTENDANCE

1. Classrooms open at 8.25am with classes starting at 8.35am. Students should be in their class by the 8.35am bell.

2. Students arriving after 8.35am must sign in the Late Register in the office and take a Pass to the class teacher. If students arrive late to class without a Pass, teachers should send the student back to the office to sign in.

3. Teachers (PP – 6) will mark students absent or present by 8:45am on SEQTA. Teachers will also mark the roll when class recommences after lunch.

3.1 Teachers (Kindy) will mark students absent or present by 8:40am on SEQTA. Teachers will also mark the roll when class recommences after lunch.

4. Parents are asked to notify the school if their child will be absent via the Absentee Line (9303 7500) or using the form on the school website: <https://saw.wa.edu.au/our-students/absentees/> by 9.00am. If verbal notification has been given, either directly or on the Absentee Line, this must be followed by written notification, via note or email, on the child's return to school.

5. Parents planning an extended absence from school (e.g. holiday) are required to send in a written explanation to the teacher via email at admin@saw.wa.edu.au, handwritten note or the school website <https://saw.wa.edu.au/our-students/absentees/>.

6. Notified absences are recorded on SEQTA by the Administration Officer.

7. The Administration Officer will send an SMS message to the parents of students who are absent without notification before 9.00am. If parents do not respond to the SMS message, the Administration Officer will follow-up with a phone call directly to the parents.

8. Reminder forms are sent out to parents who do not send in an absentee note.

9. Attendance information is included in each child's academic report.

PERSISTANCE NON-ATTENDANCE

Where a student's persistent non-attendance has been identified, the following procedure will be followed by teachers and members of the school leadership team:

Student Non-Attendance Flow Chart

