



## ATTENDANCE PROCEDURE POLICY

Year Drafted: 2014

Reviewed: 2015

Reviewed: 2018

Correct recording of student attendance is a legal requirement for teachers in schools in Western Australia.

At Our Lady of the Cape Catholic Primary School, attendance records of students will be taken at the commencement of each day **before 9.30am** (to cater for the morning session) and immediately after **lunch at 1.40pm** (to cater for the afternoon session) Attendance is marked in half day increments. These increments being before and after 12.30pm.

Attendance events must be recorded using the online Attendance Portal provided through the Catholic Education of WA's system wide preferred method through SEQTA.

### **ACCEPTED FORMS OF RESOLVED NON-ATTENDANCE REASONING**

The following methods of non-attendance reasoning will be accepted by teachers and/or the Attendance Officer at Our Lady of the Cape Catholic Primary School.

- a) Direct contact from a parent, however, this **must** be followed up with a note signed by a parent or legal guardian
- b) A telephone call made direct from the school to a parent's mobile, however, this **must** be followed up with a note signed by a parent or legal guardian
- c) A telephone call made by the child's parent direct to the school, however, this **must** be followed up with a note signed by a parent or legal guardian
- d) An email sent to the classroom teacher or Attendance Officer through the email address: [admin@ladyofcape.wa.edu.au](mailto:admin@ladyofcape.wa.edu.au) or class teacher's email followed up by an OLC Attendance Note signed by a parent.
- e) A note sent to school signed by a parent or legal guardian.
- f) Completion of an-line absentee note on the OLC website.

### **TEACHER RESPONSIBILITY**

Teachers have the sole responsibility of completing the Attendance Register each day at two different intervals within the day. Teacher Assistants are not responsible for completing this information.

Teachers are required to follow up with parents or guardians on the reasons for student absence according to the Accepted Forms listed above. The inability of parents to provide a suitable reason for absence must be noted for future reference and accountability of the teacher.

Students who arrive late to school must be processed through the front office, where any amendments to the class roll will be made.

Teachers are able to resolve absences once contact has been made by a parent or legal guardian through the classroom. A note outlining reasons for a child's absence sent to school by a parent or legal guardian is to be initialed and dated by the classroom teacher and kept



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until the end of the year, when all absentee notes will be handed in to Administration for archiving.

Teachers are able to make contact with the Attendance Officer if they wish to resolve an absence which is greater than 2 days. This is due to the restrictive nature of permissions provided to the teacher through the software. A note by a parent or guardian must still be presented to the classroom teacher, however, the 'multiple days' resolution can be communicated to the Attendance officers through direct contact or email which includes all relevant information.

### RELIEF TEACHER PROCEDURE

The Assistant Principal in charge of organising relief 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 in the class message bag 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.

### ATTENDANCE OFFICER RESPONSIBILITY

Catholic Primary School has appointed its Administration Officers as Attendance Officers. Changes to online class attendance records will be made by the Attendance Officers based upon parent or guardian contact at the front office. Communication with teachers on information received will be made when deemed necessary.

Attendance Officers will also maintain records for:

- a) excursions
- b) camps
- c) off campus activities (ie sporting events)
- d) other incidents of absenteeism

Attendance Officers will monitor the completion of the Attendance roll for the two time periods during each day. Contact will be made with classes who have not complied with the school's requirements.

### Long Term Absences

Parents must contact the attendance officer to obtain a Student Extended Leave Form, together with the letter explaining possible impact of long term absences.

Students who will be missing more than five weeks are directed to enroll through SIDE (School of Isolated and Distance Education)

### Students Whose Long Term Absence from School or Whereabouts is Unknown

After checks to locate the student have been unsuccessful, missing students will be reported to the State Tracking Coordinator in the Department of Education.