



ST FRANCIS XAVIER

Attendance Guidelines and Procedures SFX

Student enrolment and attendance in education programs is governed by legislation. The school has a duty of care to ensure the safety and whereabouts of all students enrolled. Attendance at school is a prerequisite for student achievement. Students with poor patterns of attendance are at risk of not reaching their potential.

Definitions

Absenteeism – refers to the non-attendance by a student on days when the school is open for instruction.

SEQTA – Computer internet school administration system

Procedures

Recording Absentees

- Teachers from 3yo to year 6 are to record all absentees and students who are late to school using SEQTA computer program.
- The class roll must be taken twice a day for every class and absentees entered: **before 9am** in the morning and straight **after lunch** in the afternoon (specialist teacher to do if class teacher on DOTT). Teachers are to make sure that once the roll is completed that they click the save button.

Explained Absences

- All absentees must be explained. The administration office will make contact with parents by sms and by phone to ensure a student is absent and reason noted in SEQTA. A student who is away from school with no reason being given, must bring a note signed by their parents explaining the reason for the absence on the day they return to school. **An email or a phone call is also sufficient, so long as a reason is given and noted in SEQTA.**
- If they do not bring a note or advise a reason on their return it is the teacher's responsibility to chase it up. A proforma note (**available through SEQTA**) is to be sent home with the student to be completed and returned. If it still is not returned then the teacher must make contact with the parent to ensure a reason is given.
- Any notes received for an absence are to be stuck into the exercise book provided and the explanation entered onto SEQTA. Make sure the note is dated and signed by the parent

Unexplained (Unauthorised) Absences

- Teachers can record an absence as 'Unauthorised' when there has been no reasonable explanation provided for the absence.
 - If a reason is given to the teacher and it is not approved, then the school will notify the parent/carer in writing.

Late Arrivals

- All late arrivals must also be explained and entered on SEQTA.
- Students must check in and receive a note from the office using SEQTA Kiosk if they arrive after the second morning bell. This note must be glued into absentee note exercise book



Students Who Leave the School During the Day

- All students leaving the school must be signed out at the office using SEQTA Kiosk by a parent or guardian.
- The departure slip will be given to the class teacher to notify them.

Students Who are Frequently Absent or Without Reasonable Explanation

Teachers must monitor student's absenteeism and lateness to school. Any student who are consistently absent or late and fall below 90% attendance or absent with no authorized explanation must be acted on. Teachers are responsible for:

- 1) Notifying the leadership team
- 2) Contacting the parent to organize a meeting to identify concerns
- 3) Devising with the parent a written action plan to improve the child's attendance or getting to school on time.
- 4) Give a copy of the written action plan to the leadership team
- 5) Continue to monitor the students attendance or lateness
- 6) If no improvement, i.e. stays below 90%, they must notify leadership team.
- 7) The Leadership Team will convene an attendance case conference, including: key teachers, parent, school psychologist, relevant external agencies and student (if applicable).
- 8) Continue to monitor the students attendance or lateness
- 9) If no improvement Principal will consult CEWA Psychology Team

Administration Staff Duties

1. At 9.15am send SMS message to parents of students who are absent through SEQTA asking for parents to contact school and confirm absence.
2. When parent contact is achieved enter reason etc. into SEQTA
3. Phone parents who have not contacted the school by 10am to confirm absence
4. Ensure parents sign students out that are leaving the school, instruct parents to hand the slip to class teacher or teacher in charge and enter time that student has left school and reason into SEQTA.
5. If students return to school enter the time they returned into SEQTA.