



Procedure: Attendance  
Policy Area: Education  
Year Reviewed: 2025  
Year due for Review: 2027

## 1. RATIONALE

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

## 2. DEFINITIONS

The following methods of non-attendance recording are accepted at SFX:

1. An email sent to the school office email address: [admin@sfx.wa.edu.au](mailto:admin@sfx.wa.edu.au)
2. Absentee form completed online (link on school website)
3. A written "Explanation of Student Absence" form that can be completed at the front office.
4. A note sent to school, signed by a parent or guardian.
5. 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

## 3. STANDARD PROCEDURES

- The school uses CEWA Student Attendance Guidelines as the key resources in promoting and maintaining high levels of school attendance.
- At SFX, 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. The Enrolment Officer will send home to parents/caregivers an email with any unexplained absence dates to which the parent/caregiver must respond with an explanation. Unexplained absences will be checked by the Enrolment Officer in weeks 3, 6 and 9 of each term.
- 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.

## 4. PROCEDURES FOR ATTENDANCE CONCERNS

- Each term in the newsletter and class forums, messages promoting high and consistent attendance are shared with the parents and the community  
Class Teacher to contact home as a pastoral concern if a student is absent on a third consecutive day with no explanation.
- If the class teacher/staff member notices a pattern of absence or has concerns regarding the attendance of any student, they contact Assistant Principal Mission & Identity, who will follow through with appropriate action, usually a phone call in the first place.
- At the mid-point and end of each term, Assistant Principal Mission & Identity checks the attendance of students from K-6.

- Students with severe to moderate attendance risk (below 80%) will be contacted by phone. CEWA Attendance Resources will be used as well as a parent meeting will be customised 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 (Attendance Letter 1, Resource 6 or 7) and supported each term until their attendance improves above 90%.

## **5. RESPONDING TO ATTENDANCE CONCERNS (TARGETED & INTENSIVE)**

CEWA principles emphasise supportive, relationship-based intervention rather than punitive responses.

### **5.1 Initial Response**

- Assistant Principal phones the parent to discuss concerns.
- Barriers to attendance are explored empathetically (transport, illness, anxiety, family challenges) – use CEWA Attendance Resources.

### **5.2 Ongoing Support**

- Develop an *Attendance Support Plan* with the family: may include modified start times, wellbeing support, referral to external supports.
- Provide clear expectations, frequent communication, and check-ins.

### **5.3 Escalation**

If improvement does not occur:

- Formal meeting with Principal, Parents, Assistant Principal.
- Attendance letter #2 issued
- Referral to external support agencies where appropriate, as CEWA encourages collaboration with community services.
- Documentation of all actions and communications.

## **6. Recording & Reporting**

- All attendance data must be recorded in SEQTA following CEWA requirements.
- Absence reasons must align with CEWA-approved categories (e.g. medical, authorised, unauthorised).
- Regular reports provided to families and CEWA if required.

## **7. Communication with Parents**

- Clear expectations communicated at enrolment and reinforced annually.
- Parents are provided a contact person for attendance issues (recommended by CEWA parent engagement research).
- Celebrate improved or high attendance as part of a positive school culture.

## 8. Faith-Based & Pastoral Approach

Because CEWA emphasises a Christ-centred and pastoral lens, schools should ensure attendance practices reflect:

- Compassion
- Respect for family contexts
- Partnership with parish and community
- Support for the whole child's wellbeing and flourishing (CEWA guiding principles for attendance.)

## INFORMATION PROVIDED TO PARENTS

### Attendance and Absences

At SFX, 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: [admin@sfx.wa.edu.au](mailto:admin@sfx.wa.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 (Students Whose Whereabouts Are Unknown). If any student is identified, please contact:

<b>Name</b>	Michelle Brand
<b>Position</b>	Student Engagement & Tracking
<b>Team</b>	System & School Performance
<b>Department</b>	Department of Education Western Australia
<b>Address</b>	151 Royal Street EAST PERTH WA 6004
<b>Phone</b>	(08) 9264 8101
<b>Email</b>	<a href="mailto:Student.Tracking@education.wa.edu.au">Student.Tracking@education.wa.edu.au</a>

- 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.**