



## Attendance Guidelines and Procedures

### 1. Purpose

The purpose of these Guidelines and Procedures is to ensure compliance with Student Attendance Executive Directive #1, which states that, "Principals must ensure staff follow CEWA's Student Attendance Process and this process must be communicated with the school community."

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

### 2. Scope

All teaching and non-teaching staff involved in recording attendance, following up on explanations for non-attendance, ensuring that there are no unexplained absences and reporting attendance and absentee data to relevant state and federal government authorities.

### 3. Guidelines

#### 3.1 Student Attendance Process

3.1.1 Class / Specialist Teachers to record attendance twice per day on SEQTA;

3.1.1.1 In the morning by 9.00am

3.1.1.2 In the afternoon by 1.20pm

3.1.2 The Administration Officer will monitor student absentee data on SEQTA and generate an SMS message to all parents of children absent without an explanation.



3.1.3 Parents are advised to contact the school by phone to report their child's absence, preferably before 9.00 am.

3.1.3.1 St. Joseph Pignatelli Campus                      6330 0500

3.1.3.2 Pater Noster Campus                                      6330 0550

3.1.4 If parents have emailed notification of their child's absence to the school, then please be aware that;

3.1.4.1 Teachers may not have had time to view your email before recording your child as an unexplained absence. In this case, please ignore the SMS message you receive.

3.1.4.2 Your child's absence will be resolved accordingly by office staff.

3.1.5 If a child is absent from school without a reasonable explanation being provided by their parent/s or guardian/s, then;

3.1.5.1 Initially, the child's class teacher is responsible for following-up with the parent or guardian via an absentee note sent home with the child, which is to be completed and signed by the parent or guardian and returned to school.

3.1.5.2 If the Absentee Note sent home is not completed, signed and returned to school within 3 days, the child's teacher is to then send a reminder email to the parent or guardian, asking that the Note be completed, signed and returned to school within the next 3 days.

3.1.5.3 The class teacher is required to make 5 attempts to contact the parent or guardian, by Absentee Note, phone call or email, in order to resolve the unexplained absence.

3.1.5.4 Should all 5 attempts to resolve the unexplained absence prove unsuccessful, then the matter shall be referred to the Principal, Head of Campus or Principal's delegate to be resolved.

### **3.2 Student Non-Attendance Flow Chart**

3.2.1 In situations where a student's teacher has concerns about their attendance level falling below 90%, or a pattern of absenteeism developing such as being absent on sports days, or a sequence of unexplained /unauthorised absences occurs, the Student Non-Attendance Flow Chart procedure shall be implemented by the Principal, Head of Campus or their delegate.

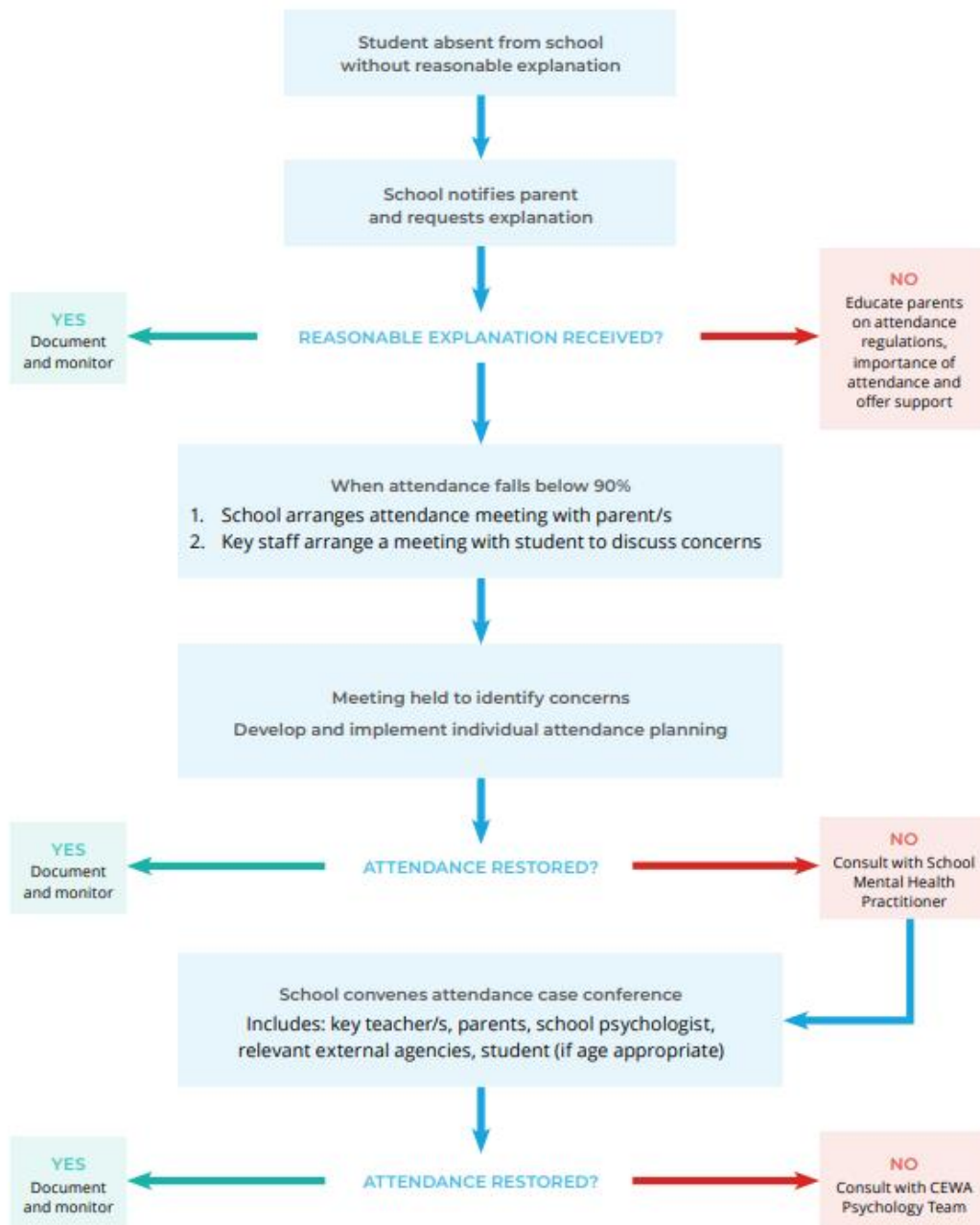


### 3.2.2 Student Non-Attendance Flow Chart

June 2021



#### Student Non-Attendance Flow Chart





**MEL MARIA**  
**CATHOLIC PRIMARY SCHOOL**

*Excellence in Catholic Primary Education*

Authorised by	Mr. Paul Hille	Signature:	
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