

## St Maria Goretti's Catholic School

### School Attendance Guidelines and Procedures

#### 1. Aim

The aim of the School Attendance Guidelines and Procedures is to outline recording and notifying relevant parents/ guardians and Principal.

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| Executive Directive | Safety Wellbeing and Behaviour |
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#### 2. Scope

This procedure applies to students, parents/guardians as applicable.

#### 3. Procedure

Prior to 8.50am

1. Parent rings before 8.50am Reception enters the details into SEQTA managed attendance page as 'unresolved absence'.
2. If parent forwards an email, Reception replies to email thanking the parent, then marks the student as 'medical' if sick or 'approved absence' if other reason is given on SEQTA. The email is then forwarded to the class teacher with the message, "Johnny has been marked as 'medical' on SEQTA as per parent email below". The email is then kept by the class teacher as proof of absence should the school be required to produce evidence in an audit.

Between 8.50am and 9.30am

1. The Teachers or specialist in charge of the class will complete the present or absent process on SEQTA
  - a. Where the Teacher or specialist has been informed VERBALLY of why a child is absent this is emailed to Admin@ IMMEIDATELY and DEFINITELY before 9:30am to enable admin to process the SMS.

At 9:30 Reception will:

1. Run the report to confirm all Rolls are completed
2. Make adjustments as per the received emails
3. Complete the Attendance Process
4. Send the appropriate SMS to families of those with unknown absences. The email reads:- "Sally-Jane is absent from St Maria Goretti's Catholic School today without notification to the class teacher or Administration. Under the Education Act you must notify the teacher or Admin in writing of an absence. Please email admin@smg.wa.edu.au to advise."



- a. The class teacher or specialist will be dealing with parents where the full information is not provided to the Office.
  - b. Then check that all rolls have been completed.
5. Where a parent has not responded to the first SMS by 10am Reception will send a second that will read:
- a. "Your child has not attended school today and this is the second notification SMS as you have not responded to the first. As this is a CHILD PROTECTION matter please respond immediately".
6. Where a parent has not responded to the SECOND SMS by 10:15am Reception will send a THIRD SMS that will read:
- a. "Your child is unaccounted for and we are concerned this is the THIRD SMS notification SENT. Your immediate respond to 6279 2000 is essential. As this is a CHILD PROTECTION matter your immediate respond is required.
7. Where a parent has not responded to the THIRD SMS by 10:30am Reception will ring their contact details to confirm the child's whereabouts and to arrange an immediate appointment with the Principal.
- a. If the parent refuses the appointment The Principal will deal with the matter in writing.

If families arrive late and are signing in.

1. Reception will issue the family with a "late to school note" if they have not already emailed or sent a written note. The family will then be asked to 'sign in on the iPad' which will update their status on SEQTA. The family will be given a "late card" and the child may go directly to the class if they are from Year 1 to Year 6. Kindergarten and Pre-Primary students need to be taken to class by the parent.

During the day, Reception will continue to monitor the students who leave for appointments and return issuing 'Green sign out' cards to indicate to the class teacher that the parent has passed through the office and to ensure that notes have been written as to why the child is leaving such as dental, doctor or other OT or Speech appointments.

Reception will also enter details of students who are sent to sick bay.

#### **Collection of Supporting Documentation**

The class teacher is responsible for maintain hard copies (letters or printed emails) to support each absence for a period of 6 months after the child has left the class.

It is a requirement of the Education Act to maintain the class Teacher maintain hard covers (as this stage as electronic may eventually be accepted).



Process:

1. Upon return the child needs to produce a letter or email signed by a responsible adult which provides an acceptable reason for the absence. "I slept in" is not an acceptable reason under the Education Act.
2. Where the note is not provided within the first 2days after returning from the absence then the teacher will:
  - a. Send home a standard letter as per the template through SEQTA)
  - b. This is then filed.
3. Where a response to #2 is not provided within the first 2days the teacher will:
  - a. Send home a standard letter as per SEQTA for Unaccounted Absence
  - b. This is then filed.
4. Where a response to #3 is not provided within the first 2 days the teacher will:
  - a. Notify the Principal through SEQTA who will implement an appropriate process.
  - b. The resulting paperwork is filed with the class notes and, in the student's, central file.

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|-----------------|--------------------|--------------|----------|
| Authorised by   | Mr Darren McDonald | Signature:   |          |
|                 |                    | Date:        | 13/12/21 |
| Effective Date: | 13/12/21           | Next Review: | 13/12/22 |