



## Attendance Policy and Procedures

### AIM

Queen of Apostles School recognises that every day of attendance in school contributes towards a student's learning and that maximising school attendance enhances academic outcomes. The purpose of this document is to outline obligations and procedures that must be followed to meet those obligations.

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

### SCOPE

This procedure applies to all members of the Queen of Apostles Community.

### PRINCIPLES

Queen of Apostles School has a responsibility to record student attendance and respond to instances of irregular attendance. It is important for our school to investigate the patterns and underlying causes of non-attendance so that appropriate strategies addressing the specific type of absenteeism can be implemented.

Queen of Apostles School, and by virtue of their employment, our teachers, are legally required to monitor and record attendance of students in their care on a daily basis, whether absent or present in class, on excursion or at a school-based activity.

Legal guardians of children have a legal obligation, as set out in the Education Act 1999, to ensure a child is enrolled at and attends school.

Class rolls, whether electronic or paper based, can be required as evidence in court and assist in establishing that a school has met their common law duty of care to students. In addition, student attendance records are used for student reporting and government reporting.

## PROCEDURES

<p>Attendance Marking</p>	<p>Rolls must be marked twice a day:</p> <ul style="list-style-type: none"> <li>• AM rolls by 9.00am</li> <li>• PM rolls after second break and by 2.00pm</li> </ul> <p>Rolls will be checked by the Administrative Assistant by 9.15am each day. A phone call will be made to teachers if their rolls are not marked. If rolls are frequently not marked, this information will be passed onto the School Principal.</p> <p>School leadership will be advised of unmarked and incorrectly marked rolls. Incorrectly marked rolls will be corrected by the teacher responsible for the class.</p>
<p>Present Categories</p>	<p>Students who are:</p> <ul style="list-style-type: none"> <li>- In Class will be marked 'In-class'</li> </ul>
<p>Absent Categories</p>	<p>Students who are:</p> <ul style="list-style-type: none"> <li>- Not in class, and notification has not been received from a Legal Guardian, will be marked 'Absent – Unexplained'</li> <li>- Not in class and notification has been received from a Legal Guardian advising the student is absent, will be marked 'Approved Absence'.</li> </ul> <p>When marking the roll, if teachers have received written information from Legal Guardians regarding a student's absence from school, they are responsible for entering the details into SEQTA.</p> <p>If Legal Guardians have informed the school office of the absence, the school officer will enter the details into SEQTA. Written notification will be followed up by the class teacher.</p>
<p>Unexplained Absence</p>	<p>An unexplained absence occurs when the student is not present at school and the Legal Guardian does not contact the school.</p> <p>An SMS message will be sent to the Main Contact by approximately 9.30 am each day.</p> <p>Past unexplained absences are indicated by the red Unexplained Absence Alert icon on class rolls. When class teachers receive written explanation of the absence from student's Legal Guardians they must update the absence category in SEQTA and retain the written notification.</p>

	<p>All unexplained absences must be finalised within 3 weeks of the absence. Once a student has 3 unexplained absences that have been followed up by the classroom teacher with no resolution this is to be reported to the Principal who will contact the Legal Guardians.</p>
Late Arrivals	<p>A student is considered to have arrived late any time after the 8.40am bell.</p> <p>All students arriving late must be tagged in by a Legal Guardian at the School office and given a late slip. This slip needs to be presented to the teacher when arriving in class. If they do not have a late slip they are to be sent to the School office to sign in.</p> <p>An SMS will be sent at 9.30am to notify all Legal Guardians of their child's late arrival.</p> <p>If teachers observe a student has made a habit of arriving late or is late for three consecutive days, they will contact the student's Legal Guardian.</p>
Early Departures	<p>A student is considered to be leaving early any time before 3.00pm.</p> <p>If departing for a medical or dental appointment, the medical/dental appointment icon on class rolls is to be used.</p> <p>An early departure with no information given by the legal guardian will be indicated on the class rolls using the yellow star icon.</p> <p>As with Late Arrivals, all students leaving early must be tagged out at the School Office by a Legal Guardian or designated person.</p>
SMS Messages	<p>Unexplained Absences: An SMS message will be sent to students' Main Contact at 9.30am each day advising of any 'Unexplained' absences.</p> <p>Late Arrivals: An SMS will be sent at 9.30am to notify students' main contact of their child/ren's late arrival.</p> <p>Any incorrect messages caused by incorrect roll-marking will be made known to the Assistant Principal. The teacher will follow up by telephoning the student's Legal Guardians.</p>

Non-marking of Electronic Rolls	<p>If the school computer system is offline, hard copies of all Class rolls will be provided by the School Office. Once the system is online the teacher will mark the roll in SEQTA. This may be done the next day if necessary.</p> <p>In the event of an evacuation, hard copies of rolls will be taken to the evacuation area to be marked by teachers. Teacher will advise the Evacuation coordinator of any unexplained absentees. During a lockdown the roll will not be marked.</p>
Relief Staff	A laminated, hard copy of the class roll is located in the message box for each class. Relief teachers will ensure that these are sent to the school office before 9.00am for input.
Chronic Absenteeism	The Principal will contact the Legal Guardians if the total absentee rate falls below 80% in a semester (with unknown causes)

Authorised by	Mark Ryan	Signature:	
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