



**ST THOMAS'
PRIMARY SCHOOL**
Educating the whole child

STUDENT ATTENDANCE PROCEDURE

Effective from:
JANUARY 2023

RATIONALE

The Executive Directive - Student Safety Wellbeing and Behaviour - guides the creation of cultures of safety and wellbeing where students feel safe and can flourish in their learning and development. The Executive Directive ensures all CEWA employees have the knowledge and skills to promote student wellbeing and respond and intervene in matters where the behaviour, safety or mental health of students is concerned.

PRINCIPLES

1. # 12 CEWA promotes and encourages student attendance and proactively responds to restore student non-attendance.

SCOPE

This policy informs all students, parents, and guardians of St Thomas' Primary School, Claremont.

PROCEDURES

DIRECTIVES

1. Principals must ensure staff follow CEWA's Student Attendance Process and this process must be communicated with the school community.
2. The Department of Education manages the day-to-day operations of the Students whose Whereabouts Unknown (SWU) list on behalf of all three education sectors.
3. A student is regarded as missing when they cannot be located, their parent/s cannot be contacted, and the school has not received a transfer note.
4. Principals must follow the Students Whose Whereabouts are unknown Guidelines and Procedures.
5. Schools should report students who are missing within 15 days of their last date of attendance, after taking reasonable steps to contact the family. The report is completed via the SWU Request form and sent to the Education Department.

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SCHOOL BASED PROCEDURES

1. Attendance needs to be marked twice per day, using SEQTA.
2. Morning Attendance needs to be completed by 9:15am. Afternoon Attendance needs to be completed when children return from lunch. It is important that attendance is marked in both the morning and afternoon as this ensures that all children that were present in the morning are accounted for in the afternoon.
3. If parents notify the office of an absence, it will be marked for the class teacher and a copy of the email will be given to the class teacher for his / her records. If teachers are notified prior to 8:25am, teachers are to enter the absence in SEQTA.
4. The Administrator will check individual class attendance at 9:15am each day. Administration will SMS parents for unexplained absences. If no reply is given, a phone call will be made to the parents.
5. Class teachers are to notify the Office staff of any long-term absences.
6. Once a week, administration staff are to send out a follow up letter to parents for any unexplained absences.
7. The school uses the following to explain absences:
 - a. **Medical Reason** - the child is sick and notice has been received.
 - b. **Absent** If a child is absent and we don't have any reason/note.
 - c. **Resolved Absence** If a child is away (other than sick) and note has been received.
 - d. **Unresolved Absence** - this can be used if you have been told verbally by parent that student will be away but need to be follow up with a note, or there has been no notification.
 - e. **Alternative Program** – student is attending outside learning programs approved by the Principal e.g. Dance, Telethon Speech & Hearing (this is only if the student will be away for half days or full days).
 - f. **Late** - if the child is late to school and you wish to keep a record of this.
8. Emails from parents with their child's name is an acceptable form of note. It is preferred that parents have their name and address on the email.
9. Class teachers must forward all absentee notes from parents, to the school admin@stthomas.wa.edu.au email address where administration will keep for school records.
10. The Assistant Principal will check and sign off on the absentee report for each class at the end of each term.

REVIEW

Approved by	Originally Released	Next Review
NATALIA THOMSON Principal	January, 2023	January, 2026