



# Our Lady of Mt Carmel School Mullewa

---

## Attendance Guidelines and Procedures

---

Created: 2016 Revised: 2017 Revised: 2020 Revised: 2021

### **RATIONALE**

The Mandate Letter of the Bishops of Western Australia requires that education be made available to all Catholic children in so far as this is possible.

At Our Lady of Mount Carmel, we believe that for a child to develop to their full potential, we will monitor and manage student attendance data to maximise each individual's opportunities to learn.

School attendance is compulsory from the calendar year in which a child begins Pre-Primary. The correct recording of student attendance is a legal requirement for teachers in schools in Western Australia.

### **PROCEDURES**

At Our Lady of Mount Carmel School, attendance records of students will be taken at the commencement of each day and after lunch. Attendance is marked in half-day increments. These increments; 8:50am to 12:40pm and from 12.40pm to 3:10pm.

In the case of illness or an unexpected absence we request that parents / carers notify the school by 9.00am.

Attendance events must be recorded using the online Attendance portal provided through the Catholic Education of WA's system wide preferred method through SEQTA.

Office staff will contact parents via SMS at 9.30am if a child is recorded absent and there is no information regarding a reason. If there is no response within one hour, office personnel will endeavour to speak with the parent or carer to determine the reason for absence. If they are unable to make contact, the next person listed as contact is to be called. If there is still no response, this will be recorded on the daily printout of absences. Follow up letters are sent out for any unresolved absences. If the child is absent with no confirmation from a legal guardian, the Principal is to be informed and further investigation is required, whether a home visit or contacting other agencies to determine a child's whereabouts. This is to be recorded in SEQTA.

Attendance will be recorded as authorised or unauthorised. A request for a written note or email must be provided to the school, stating the date/s of absence and reason.

Late students who arrive to school after the school bell at 8.50am must be processed through the front office. The parent/guardian will need to complete the Student Sign In/Out Register in the administration office. The student will be entered as late into SEQTA.

Students who leave school early must be processed through the front office. The parent/guardian will need to complete the Student Sign In/Out Register in the administration office.

Where a student's attendance is below 90% or is identified as a concern, the Principal will:

- investigate the reasons for the student's absence;
- organise a parent/teacher meeting and/or case conference at the earliest opportunity to identify issues concerning the student's absence; plan improvement strategies; and
- include identified attendance improvement strategies in a within the Pastoral care section of SEQTA.

### **Guidance**

- *The School Education Act 1999 requires that an explanation of a student's absence is provided within three school days from the start of the absence.*
- *For procedures which apply for students who cannot be contacted or located refer to Section 3.4.1 Missing Students - Students Whose Whereabouts are Unknown.*
- *Principals should request a medical certificate for prolonged absences that are due to sickness or injury.*

### **PERSISTENT STUDENT ABSENCE**

The principal will develop and implement an attendance improvement plan consisting of:

- a consultation phase;
- a formal meeting phase if attendance is not successfully restored through actions taken as a result of consultation; and
- a process to monitor and review engagement with any plan or agreement developed in the formal meeting.

The principal will document all intervention strategies used to address a student's absence, so that, should it become necessary to proceed to prosecution, it can be clearly established that all reasonably practicable steps to restore attendance have been taken.

#### **3.4.1 MISSING STUDENTS – STUDENTS WHOSE WHEREABOUTS ARE UNKNOWN (SWU)**

If a student cannot be located within 15 days of the start of an absence, and their parent/s cannot be contacted, the principal or delegated person will:

Refer to the Student Tracking System document located at [..\..\STUDENT\Students Whose Whereabouts are Unknown\Student Tracking Information Package - 2008\[1\] \(1\).pdf](#)

- phone the District Education Office in Geraldton to see if the student has been enrolled at another school. **MidWest DEO 9956 1600** PO Box 63, Geraldton WA 6530
- complete an SWU Request form and email it to the Student Tracking Coordinator at [Student.Tracking@education.wa.edu.au](mailto:Student.Tracking@education.wa.edu.au); this can be filled out on the computer. Place a copy of completed form in the students file, pastoral care section of SEQTA and in Admin Confidential.
- retain the student on the school's current enrolment register until email notification is received from the Student Tracking Coordinator that the student has been placed on the SWU list.
- Register can be checked on the Directors Line.

## **Guidance**

- *A student can be regarded as 'missing' when, within 15 days of the start of an absence, they cannot be located, their parent/s cannot be contacted, and the school has not received advice that the student is being educated elsewhere.*
- *The Student Tracking Coordinator processes the request and informs the school by email within 15 school days of receiving the request.*

In accordance with the School Education Regulations 2000 the school will retain all attendance records and contact and intervention strategies implemented in addressing a student's absence.