



Policy Name	Attendance, Absence & Late Arrival Policy & Procedure
Related Policies and Legislation	Behaviour Management Procedure <i>Regulation 9, Education Act Regulations</i>
Policy Category	Student Wellbeing & Safety
Relevant Audience	Treetops Staff
Date of Issue / Last Revision	20 May 2010 21 February 2013 23 July 2015 15 June 2017
Date Set for Review	June 2020
Person/s Responsible for Review	Treetops Administration

Attendance and Late Arrival Policy

Purpose:

The purpose of this policy is to safeguard the security of Treetops' students and to track absences and late arrivals. Regulation 9 of the *Education Act Regulations* states that 'a continuous attendance by a child of not less than two full hours' shall be reckoned as half a day's attendance.

Students' attendance should be verified at least once during the morning session and at least once during the afternoon session.

Teachers' Responsibilities

There are a number of steps which teachers in all areas must follow. These are:

- Step 1.** By 9.00am the Primary teachers should mark the attendance register on SEQTA for the morning session. Secondary teachers should mark the attendance register on SEQTA at the beginning of every period.

- Step 2.** Teachers should ensure that all absences are processed on SEQTA **by 9.30am at the latest**. The office will process any absences which have been reported by parents into SEQTA. (Office staff have the responsibility of phoning or emailing the parents of students who are absent for no known reason). The Receptionist will keep a running record of student absences, late arrivals and early departures.
- Step 3.** Primary teachers should mark the SEQTA attendance register for the afternoon session by 1.30pm. Secondary teachers continue marking the attendance registers each period.
- Step 4.** If students leave the school at any point during the day, the teacher should inform the office, so that SEQTA can be amended, and have the parent/guardian come to the office to sign the student out.

PLEASE NOTE:

Attendance Register includes:

- o Day/Date
- o Student Name
- o Class/Year
- o Period/Session

Records shall include the following Legend icons:

	In-class
	Absent
	Late to class
	Approved absence
	Medical
	Late
	Suspended (External)
	Alternate programme
	Camp
	Educational activity
	Educational activity (off campus)
	Excursion
	Not required to attend
	Early Departure

- Step 5.** At the end of each term the Receptionist will report any students with a high number of absences and/or late arrivals to the Principal. The total half-day absences and number of late arrivals are recorded on each student's semester report.

NOTE: The receptionist can amend any mistakes in the SEQTA attendance register.

Receptionist Responsibilities

The Receptionist has the following responsibilities:

- Step 1.** Inform the teacher of any absences which have been reported by parents by processing these in to SEQTA.
- Step 2.** Run the SEQTA Absentee Report and Incomplete Roll Report at 9.30am every day to ensure that the attendance register has been completed. Record any late arrivals into the register and take note of any students who are marked as an 'unexplained' absence.
- Step 3.** Phone or email parents whose children are absent for no known reason and inform them of the child's absence.
- Step 4.** In the event of a student having been absent for three consecutive days, even with notification, the receptionist should request from the parent a written, signed note explaining the absence, and a medical certificate if relevant.
- Step 5.** If a written explanation is not received within seven days, the matter must be referred to the Principal.

Principal's responsibilities

The Principal must ensure that registers are completed, fully and accurately and that cases of regular absences are followed up.

If, after making thorough enquiries into a student's absence, the Principal either has received no explanation or is not satisfied that the explanation is genuine, the matter must be reported to the Attendance Officer at the Swan District Office of the Education Department of Western Australia as per the Procedure:

As per the School's Parent Handbook, "if students are absent for more than 15 days in one term, parents will be required to meet with the principal to discuss the issue."

1. The Principal will contact the parent to have a verbal conversation regarding any concerns and offer support to allow the child to return to school as often as possible. See (*Focus Questions for Parents – My Documents/Administration/Operational Policy/Focus Questions for Parents*)
2. If the absenteeism or late arrival does not improve, a letter will be sent home outlining the legal obligations by both the School and the parent to ensure that the student can attend school as often as is possible.
3. If, after making thorough enquiries into a student's absence, the Principal is not satisfied that the explanation is genuine or that the absenteeism is concerning, the matter must be reported to the School Welfare Section of the Education Department of Western Australia.

Attendance and Late Arrival Procedure

1. Attendance to be taken by Class Teacher at 9.00am each morning and 1.30pm each afternoon for Primary, and every period for Secondary.
2. Record of students present/absent to be recorded in SEQTA attendance register.
3. Teachers should ensure that all absences are reported to the office by 9.30am (via SEQTA) at the latest. The office will then inform the teacher of any absences which have been reported by parents and check MAZE. Any changes to attendance at 1.00pm in the afternoon should be reported to the office by 1:10pm at the latest (via MAZE).
4. Should a student arrive after being marked absent, the student will receive a late note from the office and the receptionist will change SEQTA to 'Late to Class'.
5. Should a student's enrolment cease, the receptionist will change the student's school status on MAZE to 'LEFT' and enter the exit date. This will then be reflected in SEQTA.
6. ALL parents/guardians of compulsory school aged students (Pre-Primary age children – Year 12 age children) who are absent without explanation from their parent/guardian MUST be contacted by the Office.
7. All students absent for three days concurrently must provide the Office with a Doctors certificate or the reason for the student's absence in writing. If a written notice is not received by the parent after 7 days of the request, the matter will be passed onto the Principal.
8. Principal to conduct parent interview should absenteeism be more than 15 days per school term without reasonable explanation, or should the absenteeism be considered unreasonable or concerning.
9. At the end of each term, the Receptionist will report any students with a high number of absences and/or late arrivals to the Principal. At the end of each semester the total half-day absences and number of late arrivals are recorded on each student's semester report.
10. The Principal must ensure that SEQTA Attendance Registers are completed fully and accurately and that cases of regular absences are followed up.

Absentee and Late Arrival Procedure

In the case of recurring or concerning absenteeism or late arrival, including absenteeism that has been explained by written notice or Doctors Certificate the following steps will be taken:

1. The Principal will contact the parent to have a verbal conversation regarding any concerns and offer support to allow the child to return to school as often as possible. See (*Focus Questions for Parents – My Documents/Administration/Operational Policy/Focus Questions for Parents*)
2. If the absenteeism or late arrival does not improve, a letter will be sent home outlining the legal obligations by both the School and the parent to ensure that the student can attend school as often as is possible.
3. If, after making thorough enquiries into a student's absence, the Principal is not satisfied that the explanation is genuine or that the absenteeism is concerning, the matter must be reported to the School Welfare Section of the Education Department of Western Australia.

Additional advice and assistance in the case management of students with attendance issues may be provided to the local Department of Education Regional Office. Attendance Coordinators provide support for students from Kindergarten to Year 10. Participation Coordinators provide support for students 16 years of age and over. Contact details for each regional office can be obtained at: <http://www.det.wa.edu.au/education/schoolinfo/docs/Alpha%20School%20List%20-%20DO-Resource%20Page.pdf>.