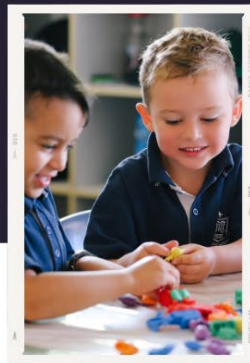


# School Attendance Procedure



## OUR COMMITMENT

**CHRIST:** We live, teach and learn through Christ by following the Gospel message of love, vigilance in prayer and devoted sacramental celebration.

**WISDOM:** We strive to develop a community that yearns for knowledge, truth, excellence and justice, thus empowering all for life long growth.

**COMMUNITY:** We engage with all in trust where each person is valued as a contributing member of an all-embracing, inclusive, Christian based community.

**TRADITION:** We remember those who have come before us, especially the Sisters of St Joseph of the Apparition and celebrate the vision of our founders while following their path of Faith through St Emile and St Joseph.

**RESPONSIBILITY:** We are all accountable for the education and well-being of our students so that they flourish spiritually, physically, intellectually and socially both now and in the future.

"The school must be a community whose values are communicated through the interpersonal and sincere relationships of its members and through both individual and corporate adherence to the outlook on life that permeates the school."

*(The Catholic School)*

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

## SCHOOL ATTENDANCE PROCEDURE

### RATIONALE

Improving student attendance is an important component of all school procedure. At Mary's Mount Primary School, we ensure student attendance is recorded on SEQTA by 9.30am and 1.30pm each day. This is critical in ensuring all children who are meant to be attending school have arrived safely.

### DEFINITION

The minimum school hours for all Catholic schools must be in accordance with the School Education Act 1999 (June 2009) and CECWA Policy Statement 2-B10 Teacher Workloads.

3 Year Old Kindergarten          6 hours per week

4 Year Old Kindergarten          The minimum hours are 18 per week.

Pre Primary	Students should receive a minimum of 25 hours and 50 minutes instructions per week (School Education Act 1999-June 2009) and at least 4 hours and 10 minutes instruction per day.
Compulsory Attendance	Students are required by law to attend school from the beginning of the year in which they reach the age of six years and 6 months and, since 30 June 2008, until the end of the year in which they reach the age of seventeen.

## **PRINCIPAL**

- Mary's Mount Primary School is required to keep accurate attendance records of all students.
- The school does not support students participating in family holidays during term time.
- Successful learning is strongly linked to regular attendance and appropriate participation in educational programs.
- Non-attendance may occur for a range of reasons including sickness, injury or family reasons.
- It is a legal requirement that any absence, late attendance or early departure from school must be explained in writing.
- Parents are required to contact the school with regards to reasons for an explained absence.
- As a condition of enrolment, students are required to attend all school major events (e.g. masses, athletics carnival etc).
- Teachers are not required to provide work for individual students who are on holidays during term time.

## **PROCEDURE**

### **Absentees**

The following details outline the procedures adopted by our administration staff:

1. Parents are encouraged to contact the school by 8.30am, either via phone, email or note, if a child is not attending school for the day. Teachers are notified of this information.
2. If contact by the parent is initially made via phone, a follow up written notification to the class teacher is required via email or handwritten note and include the following information:
  - Name of student
  - Year
  - Reason for absence
  - Your name and relationship to the student.
3. Teachers are required to ensure that accurate attendance records are recorded on SEQTA for each student in their class and take the roll call at 9.00 am approximately.
4. Teachers are to update SEQTA by 9:30am and 1:30pm.
5. Students who are absent are noted, and if no correspondence has been received, the school will make contact with the parents via SMS at 10.00am, requesting the parent to contact the school regarding their child's absence.

6. If there was no response from the parent by 10.30am, the office staff will call the parents via phone call. If there is no answer a voice message will be left by the office staff. If there is no reply by the parent by 11.00am, another attempt is made to contact parents via phone call. If this fails an email will be sent. If parents cannot be contacted or do not respond to either phone call or email, a note is made by the office staff and kept on record.
7. Parents are responsible for contacting the school. This is encouraged through the school and class newsletter.
8. Admin are to contact parents that have unexplained absences for follow up and once written communication is received it is recorded as resolved on SEQTA.

### **Late Arrival and Early Departure**

Students arriving after 8.50am or leaving before 3.10pm must report directly to the school office and be signed in late/signed out early by a parent or guardian.

### **Appointments**

If a student has an appointment the parent needs to either; phone or email their child's class teacher or send a letter in with the child. They then need to come in to collect their child at the front office to sign them out and sign them back in at the office when returning to school.


### **CURRENT SCHOOL HOURS**

The current school hours for Mary's Mount Primary School are:

- 3 Year Old Kindergarten: 9.00am – 3.00pm (Thur)
- 4 Year Old Kindergarten: 9.00am – 3.00pm (Mon – Wed)
- Pre Primary to Year 6: 8.50am – 3.10pm (Mon – Fri)

### **EVALUATION**

1. The Administration team will review the procedure for implementation as required and deemed necessary.
2. Continue to promote high attendance rates, and encourage parents to take family holidays in school holiday breaks and not during the school term (this can be done through the school newsletter).
3. Seek advice from the CEWA Inc on improving attendance rates and work closely with the Department of Education on ensuring policy is followed. Use of the Improving Attendance in Schools document has been used as part of the strategy.

Authorised By:	Emma Bell	Signature:	
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