



ABSENTEE FOLLOW-UP PROCEDURE

RATIONALE Santa Clara School monitors the attendance of its students in order to comply with the School Education Act (1999) (Section 28). Positive attendance is of paramount importance to the educational and social emotional well-being of students.

Santa Clara School will monitor, record and where needs be follow-up on the attendance of its students on a daily basis.

Catholic schools are entrusted, in partnership with parents/guardians/caregivers who are the primary educators of their children, with the total education of the child. Santa Clara School staff therefore have a duty of care to students during school operating hours and at other times when a staff/student relationship exists.

PRINCIPLES

- Monitoring of our students' attendance ensure that the school complies with the School Education Act (1999) (Section 28).
- Keeping a daily record of attendance ensures the safety and security of our students.
- Santa Clara School staff should strive to ensure that queries or anomalies in relation to a particular students' attendance are referred to the schools Leadership Team.
- The school shall have a designated Attendance Officer responsible for following through on unresolved absences and notifying the Principal and other members of the Leadership Team of any issues relating to student attendance.
- The school will have a daily procedure for following through on unresolved absences with parents/caregivers of students expected to attend Santa Clara School.
- Teaching staff will be expected to record the attendance of students twice daily and keep an accurate record of students' absentee notices.

PROCEDURES

1. If a child is going to be absent on a given day or for a given period of time, parents are to provide Santa Clara School with a note and submit to admin if their child is absent on any given day or extended periods.
2. Alternatively, Parents can ring the school before 9.00 a.m. if child is unwell and not attending class on this day. Attendance officer is to check for emails sent via website and or take and record any phone calls that come in to the school regarding absentee of students these absences are recorded on SEQTA.

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3. Teachers are to complete the absentee procedure using SEQTA. This procedure must be completed prior to 9.10am. Please see the symbols staff are to use during this procedure included.
4. A student who has an unexplained absence is to be marked as "X" which means no notification has been given to the school for the absence.
5. The receptionist at approximately 9.20 a.m. daily enters all notifications explaining absences that have been received by the school into SEQTA.
6. If a student arrives at school after 9.00 a.m. they must be sent to the reception to fill in a late note which is either given to the teacher and Attendance Officer enters arrival into SEQTA.
7. Once all attempts have been made to resolve an absence an SMS message is sent to the parents of children who still have unresolved absence asking them to inform the school either by phone or email as it is a requirement for the school to know where students are.
8. Any emails or phone messages that are received during the day are then resolved in SEQTA and these messages are filed appropriately for the end of year.
9. If a child's attendance has not been resolved after all of these processes have occurred a phone call to a parent will be made.
10. Any holiday requests that come into the school are recorded in SEQTA and a copy of this is given to the teacher along with the Principal's response.
11. Once these are received they are entered into SEQTA.
12. Teachers must endeavour to resolve all unexpected absences.
13. Attendance Officer prints out follow up letters and these are given to the teachers to try and resolve. Once every attempt has been made including follow up phone calls Attendance Officer will resolve at the end of each term.
14. If unusually high rates for any particular student are noticed these are to be reported to the Principal.
15. At the end of each term, teachers are to ensure they have resolved all absences and have a follow up note for each absence. These are to be collated in Chronological order and filed.
16. At the end of the year the Assistant Principal (Admin) collects all absentee notes from teachers and files them in the school archives.

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