



Our Lady of Lourdes School

Dardanup

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Student Attendance Procedure

Teaching staff record Attendance

Classroom teachers must record attendance twice per day for their class using the computer software program, Seqta.

- First record after the first bell (8.40am), no later than 9.15am.
- Second record taken when classes resume after the lunch break (1.10pm)
- A mark for half-day attendance if the student is present for at least two hours of instruction.

Admin/student services staff record Attendance Absences

Admin/student services staff are responsible for entering and recording on Seqta any evidence explaining student absences. Explanations of absences are acceptable if they are received from the student's parent/guardian via one of the following methods.

1. **Email.** Emails need to be sent to dardanup.admin@cewa.edu.au. Any emails regarding student absences received by teachers are forwarded to this address.
2. **Handwritten note.** There is a standard document printed in the office for parents/guardians to complete to record an absence. Parents/guardians can also use the printed note in the back of the school diary or write their own.
3. **SMS.** Parents/guardians can reply to an SMS sent from the school when a student is absent. Parents/guardians must reply with the reason for absence. These SMS messages are forwarded to the dardanup.admin@cewa.edu.au email.
4. **Letter of Absentee Follow up.** Generated from Seqta for parents to explain reason for absence.
5. **Late sign in/Early sign out register.** This is a spreadsheet at the front office that parents/guardians use when students arrive after 8.40am or need to leave before 3.00pm.

***Phone calls.** Parent/guardian phone calls are not considered as resolved absences. The reason for the absence is recorded on Seqta, however deemed 'unresolved.' The parent/guardian must still follow up with one of the above methods.

Admin/student services staff check on unaccounted for/non attending students:

At 9.15am the admin/student services staff check on Seqta that all classes have recorded attendance.

An SMS is sent to the parent/guardians of any student who is absent from school, and the school has not been advised as to the reason for non-attendance.

The Absentee report for the day is generated and printed from Seqta. This is filed in case of an emergency to identify absent students.

Admin/student services staff enter approved absences of students, including replies to the SMS messages that were sent to families.

At 10.25am admin/student services staff identify all unexplained absent students. After checking with the classroom teacher, a phone call is made to the parent /guardian.

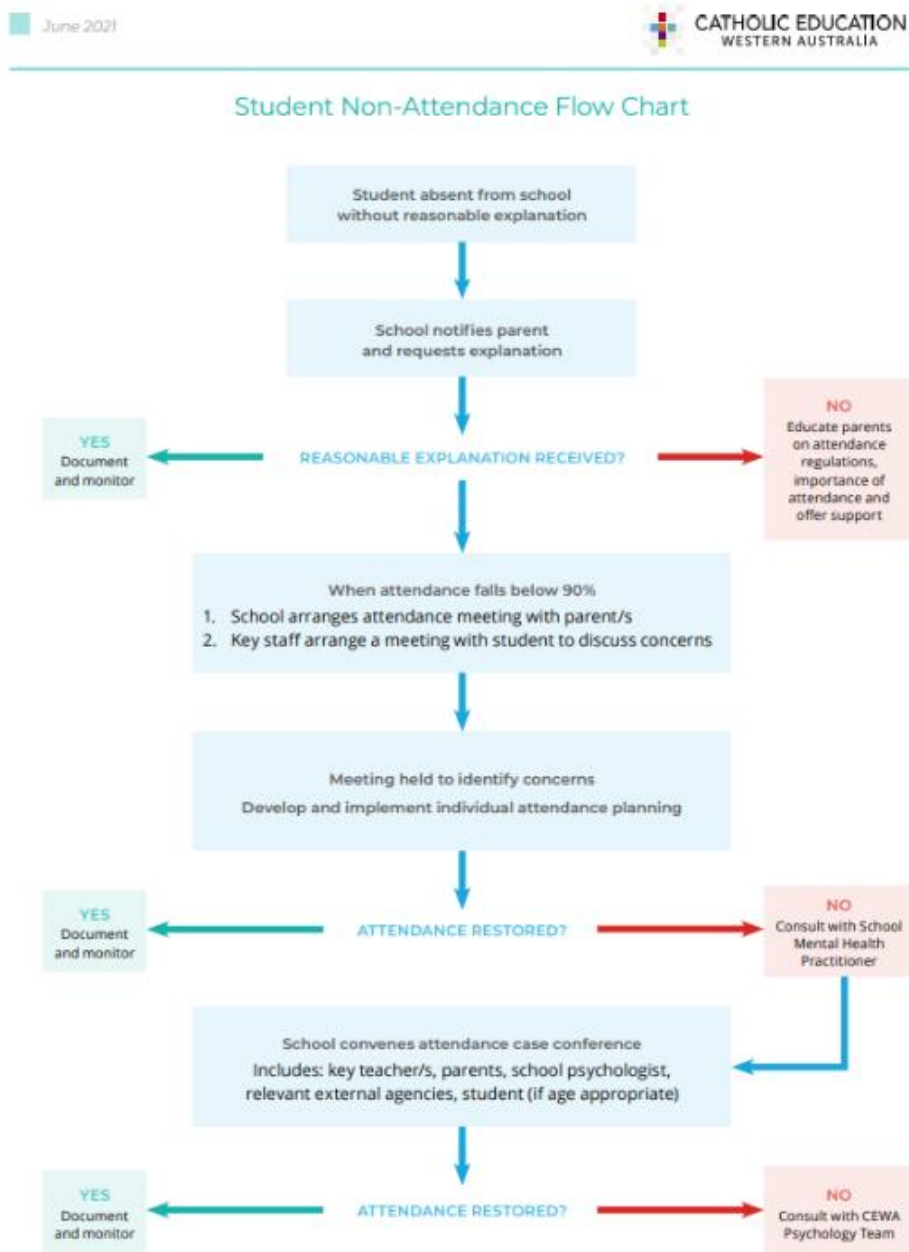
In the case that the parent/guardian is called and expected their child to be at school, the Principal is alerted and the appropriate authorities are contacted to locate the children.

Monitoring student attendance

If a student's attendance causes concern, due to being lower than 90%, the Principal is informed by Administration staff and the Principal can follow-up with parents to discuss the reason for the absentee rate.

Utilising the CEWA Student Attendance Guidelines resources, parent engagement will occur to support a positive attendance rate. Newsletter reminders about the importance of school attendance are published each term.

Student Non-Attendance Flow Chart



Storage of Attendance Records.

Seqta is a cloud-based software where daily attendance records are stored indefinitely.

Twice annually, attendance records are printed and filed (end of terms 2 & 4).

Records of resolved student absence are printed by admin/student services and filed. Records are kept indefinitely in school storage.

Maintaining and Monitoring of Attendance Records.

Admin/Student services regularly check that attendance records are up to date by:

- Checking there are no 'incomplete rolls' daily at 9.15am
- Printing and sending 'absentee follow up' letters every 3 weeks.

Admin/student services work closely with the Principal to advise of any student attendance showing regular non-attendance patterns. These may include:

- Regular days off, especially if reoccurring same day of the week
- Late to school regularly
- Leave early regularly
- Long periods of absence

The Principal contacts the parents to discuss student attendance. A 'Return to School' plan will be put in place, if necessary.