

LEGAL REQUIREMENT

Correct recording of student attendance is a legal requirement for all Teachers in Schools in Western Australia.

RECORDING OF ATTENDANCE

At Salvado Catholic College, attendance records of Students will be taken at the commencement of each day **before 9.00am** (to cater for the morning session) and **at 12.00pm** (to cater for the afternoon session).

Attendance is marked in half-day increments. These increments being **before and after 12.00pm**.

Attendance events must be recorded using the Online Attendance Portal provided through the Catholic Education of Western Australia's system wide preferred method through **SEQTA**.

The access URL for Staff is:

<https://salvado.ta.cathednet.wa.edu.au>

For mobile device access the URL is:

<https://salvado.tama.cathednet.wa.edu.au>

ACCEPTED FORMS OF RESOLVED NON-ATTENDANCE REASONING

The following methods of non-attendance reasoning will be accepted by Teachers and/or the Attendance Officer at Salvado Catholic College.

- direct contact from a Parent, however, this **must** be followed up with a note signed by a Parent or Legal Guardian
- a telephone call made direct from the College to a Parent's mobile, however, this **must** be followed up with a note signed by a Parent or Legal Guardian
- a telephone call made by the Child's Parent/Carer direct to the College, however, this **must** be followed up with a note signed by a Parent or Legal Guardian
- an email sent to the Classroom Teacher or Attendance Officer through the email address: admin@salvado.wa.edu.au or Class Teacher's email, however, this **must** be followed up with a note signed by a Parent or Legal Guardian
- a note sent to the College signed by a Parent or Legal Guardian

TEACHER RESPONSIBILITIES

Teachers have the sole responsibility of completing the Attendance Register each day at two different intervals within the day. Education Assistants are not responsible for completing this information.

Teachers are required to follow up with Parents or Guardians on the reasons for Student absence according to the accepted forms listed above. It is recorded as an Unresolved Absence until an authorised explanation for their absence is provided. After 3 documented attempts and the inability of Parents/Guardians to provide a suitable reason for absence it is recorded as Parent Contact.

Students who arrive late to school (**after 8:45am**) must be processed through the Front Office, where any amendments to the class roll will be made. The student will receive a **Transit Card**, which is proof that the child has been processed through the Front Office. These cards must be returned to the Front Office through the Communication folder.

Students arriving between 8:40am – 8:45am go straight to class and the teacher records as Late to Class on their SEQTA

Teachers are able to resolve absences once contact has been made by a Parent or Legal Guardian through the classroom. A list of the appropriate icons to be used by Teachers is attached. **A note outlining reasons for a child's absence sent to the College by a Parent or Legal Guardian is to be initialled and dated by the Classroom Teacher and kept until the end of the year**, when all absentee notes will be handed in to Administration for archiving. Teachers will be provided with an Absentee Note Folder.

Teachers are able to make contact with the Attendance Officer if they are aware of future absences of a student as this will be processed through the Administration Office.

RELIEF TEACHER PROCEDURES

The person in charge of organising relief, in collaboration with the Administration Officer is to ensure that a hard copy of the class list is made available to the Relief Teacher for attendance purposes. **The class list is to be sent to the Office in the Communication folder by 9:00am.** The list is processed through the Front Office immediately and returned to the class for the Teacher to provide the afternoon attendance information. **The class list is then sent to the Office again at lunchtime for the afternoon attendance recording.**

ATTENDANCE OFFICER RESPONSIBILITIES

Salvado Catholic College has appointed its Administration Officer and Finance Officer as Attendance Officers. Changes to online class attendance records will be made by either of them, based upon Parent or Legal Guardian contact at the Front Office. Communication with Teachers on information received will be made when deemed necessary.

Attendance Officers will also maintain records for:

- Excursions
- Camps
- Off Campus Activities (ie. Sporting Events)
- Other Incidents of Absenteeism

The Attendance Officer will monitor the completion of the Attendance Roll for the two time periods during each day. Contact will be made with classes who have not complied with the College's requirements.

After 9:00am an SMS will be sent to Parents/Guardians whose child/ren are recorded as absent in SEQTA. By 10:00am, if no response has been received to the SMS, the parent or carer is contacted via telephone.



Originally Released	Date For Review
2016	2018

Attendance Icons

Quick Guide






Unresolved

An explanation for the absence has not yet been received.

-  **Absent**
The child has been marked absent by the teacher in the Attendance Roll. No further processing has been undertaken.
-  **Unresolved absent**
Waiting on an authorised explanation for the absence.


Resolved – absent

An explanation for the absence has been received. Counted towards the official absence tally.

-  **Approved absence (Administration staff only)**
The absence has been approved by the school Principal or other authorised school staff member.
-  **Late (Administration staff only)**
An authorised explanation has been received for a student being late to school.
-  **Medical**
An authorised explanation has been received and the reason for the absence is medical in nature.
-  **Parent contact**
The school has done its best to contact the parent with no success after 3 attempts.
-  **Resolved absence**
An authorised explanation has been received.

Resolved – present

The student is undertaking an approved school activity and the absence does not count towards the official absence tally.

-  **Late to class**
Used when a child is 'tardy' to class and a resolution is not required.

Colour Legend

- Red** Counts towards Absence Tally (except Withdrawn)
- Blue** Present
- Orange** Off Campus
- Green** On Campus