

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 in Primary School 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 records of students in Secondary School is taken every period.

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/carer, however, this **must** be followed up with a note signed by a parent/carer.
- A telephone call made directly from the College to a parent/carer's mobile, however, this **must** be followed up with a note signed by a parent/carer
- A telephone call made by the child's parent/carer direct to the College, however, this **must** be followed up with a note signed or email by a parent/carer
- An email sent to the Learning Space/Pastoral Care Group Teacher or Attendance Officer through the email address: admin@salvado.wa.edu.au or Learning Space/Pastoral Care Group Teacher's email
- A note sent to the College signed by a parent/carer.

TEACHER RESPONSIBILITIES

Teachers have the sole responsibility of completing the Attendance Register each day at two different intervals within the day in the Primary School and each period in the Secondary School. Education Assistants are not responsible for completing the attendance roll.

Teachers are required to follow up with parents/carers regarding the reason for the Student absence according to the accepted forms listed above. It is recorded as an Unresolved Absence until an authorised explanation for the absence is provided. After 3 documented attempts and the inability of parent/carer to provide a suitable reason for absence, it is recorded as parent/carer contact.

Students who arrive late to school (**after 8:40am**) must be accompanied by an adult and signed in through the Administration Office, where any amendments to the class roll will be made. The student will receive a **printout slip**, which is proof that the student has been processed through the Administration Office. Students arriving after 8:40am will be recorded as Late to Class on SEQTA.

Teachers are able to resolve absences once contact has been made by a parent/carer. **A note outlining reasons for a child's absence sent to the College by a parent/carer is to be initialled and dated by the Learning Space/Pastoral Care Group 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 and this will be processed through the Administration Office.

RELIEF TEACHER PROCEDURES

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 Administration 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 or phoned through to Administration.** For Secondary classes, the attendance is to be taken every period and absences are to be phoned through to the Attendance Officer in the first five minutes of the lesson.

ATTENDANCE OFFICER RESPONSIBILITIES

Salvado Catholic College has appointed its Administration Officers as Attendance Officers. Changes to online class attendance records will be made based upon parent/carer or legal guardian contact at the Administration Office. Communication with Teachers in regard to information received will be made when deemed necessary.

Attendance Officers will also maintain records for:

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

The Attendance Officer will monitor the completion of the Attendance at the relevant times each day. Contact will be made with Class Teachers who have not complied with the College's requirements.

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

Originally Released	Date of Last Review	Date for Next Review
2016	2021	2022