



CHRIST THE KING SCHOOL

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Reviewed 2022

Christ the King School

Policy Statement

ATTENDANCE RECORD

The attendance record is a legal document and must be maintained by each school (School Education Act 1999 s28, School Education Regulations 2000 r21/22).

The Principal will ensure the following matters are attended to:

- Maintenance by all teachers of accurate registers (SEQTA) of attendance according to the policy and practice developed by the school. It is not appropriate for a teacher to delegate the responsibility for registering attendance to a student in the class.
- Proper supervision of the school's arrangements for recording student absences, monitoring absences and taking the necessary follow-up action, particularly in the case of unexplained or unsatisfactory statements of absence.
- Reminders to parents of the school's policy and practice concerning student absences and the need for co-operation by parents to promote good attendance.

The school requires that all registers of attendance be completed by teachers before by 9.00 am each morning and after lunch each afternoon.

An electronic class list will be completed on SEQTA by each teacher by this same time of 9.00 am each weekday morning.

Students who arrive at school later than 8.50am each morning will need to come to the office to sign in and to receive a red late slip which states the time of arrival. This is to be given by the student to the class teacher. If the student has to go to a specialist teacher then it is the responsibility of that specialist teacher to in turn hand the late slip to the class teacher.

The electronic record of attendance will be retained by the office (MAIZE/ SEQTA until the end of each day. As children arrive late, their attendance is recorded at the office onto SEQTA. At the end of each week this list is retained as an electronic record on the SEQTA system.

Parents of students who leave the school during the day for medical or other appointments must first acquire a yellow slip from the 'Early Departures Book' in the office. The time of departure is recorded in this book. This yellow slip is then given to the class teacher who will then release the child to the parent. Upon return to school the parent needs to return to office to complete the return time in the Early Departures Book in the office. If the child will

not be returning to school the administration staff will record 'not returning' in the Early Departures Book.

A note is required from parents explaining all absences from school. Should a note not be received to explain an absence then a school based SEQTA 'Absentee Notice' note will be sent home to be completed by parents.

Teachers are required to keep a record of all 'Unexplained Absence Notes' that are sent home to parents but to also qualify absenteeism with notes. If parents do not return the Unexplained Absence Notes after two reminders the leadership team needs to be informed and will then follow this up with a phone call to the parents.

Class Teachers must retain all absent notes, unexplained absent notes, yellow early departure slips and red late slips. These need to be put into a class notes book and sent to the office at the end of each year with the class register.

All class registers need to be completed and sent to the administration team at the end of each term for checking.

At the end of each week and at the end of the year, the Assistant Principal of each cluster group is responsible for checking the registers and class notes and ensure that absentees have been resolved.

The procedures for absent students are clearly revisited at the beginning of each year for staff at the first staff meeting and at each year level parent / teacher information evening for parents. These procedures are also clearly stated in the parent handbook.

Endorsed: 2012
Reviewed: 2013
Reviewed: 2015
Reviewed 2018