

Attendance Policy

Source of Obligation

The WA Registration Standards (Standard 6) require that Newman College has clearly defined enrolment and attendance policies and procedures that meet all legal requirements.

The School Education Act 1999 (WA) (section 28) requires that the Principal must ensure that attendance records are kept, and retained for seven years from the day on which the student's enrolment ceases, and thereafter must not be destroyed without the authority of the Director General.

Daily Attendance Register

Newman College keeps a register of the daily attendance of all students at the College in electronic form showing whether a student attended, or participated in an educational program, or failed to attend and participate. The register of daily attendance records the following information for each student:

- Name
- Date of Birth
- Date of Enrolment
- The date on which enrolment ceases
- Daily attendance
- Absences
- Reason for absence
- Documentation to substantiate reason for absence.

Attendance is checked in all periods.

The register is capable of being made available as hard copy documents.

Monitoring Daily Attendance

Newman College has implemented the following systems and procedures to monitor the daily attendance of students and identify absences from College or class:

- Parents are responsible for ensuring that they notify the College to explain the absence of their children on any school day. Notification may be provided via email or by telephoning the College and should be made prior to 9am.
- Class teachers take the class roll promptly at the commencement of every lesson.
- All absences are recorded using SEQTA. The absences are then cross checked against the absentee notifications that have been provided to the College.

Following Up Unexplained Student Absences

Newman College has implemented the following systems and procedures to follow up unexplained absences from College:

- The College Student Administration staff will send an SMS at approx. 9:45am each morning to parents of students who have been marked absent during the first two periods. If parents have not, or do not, contact the College to substantiate a student's absence, they will be marked as an 'unresolved absence'.

- Where the absence remains unexplained the matter will be reported to the Leader of Wellbeing for investigation and follow up.
- All information in relation to unsatisfactory attendance is recorded on student files and information with respect to attendance is provided in each student's school report.

Student Attendance Procedures

Students are required to attend school or an alternative approved College activity every day. Non-attendance reasons must be supported by parental contact and may require an official medical certificate if a student is absent for an extended period of time or has missed an in-class assessment.

Students who have an extended planned absence, for example, travelling on an overseas holiday, will need to write to the Vice Principal advising of the absence. The College will respond, via letter, outlining if it is approved/unapproved leave. In the case of unapproved leave, missed assessments may be penalised.

Late Procedures

Students who arrive after 8.40am must sign in at Student Administration. Late students must have parental permission via phone, email, note, or have a valid medical appointment slip. Students who arrive late to school without a verified reason will be listed as 'unresolved late.'

The Leader of Wellbeing is responsible for monitoring persistent late arrivals to school and class. Students who are late to classes during the day may be marked late. This can impact upon their attendance and is a form of truancy.

Types of Absences

Type of Absence	Action Required	
	Parent/Guardian	College
Unplanned Absence (illness, injury, misadventure)	<ul style="list-style-type: none"> • Contact the school before 9am on 9204 9445 or absenteesecondary@newman.wa.edu.au • If a parent/guardian has not contacted the College regarding an absence, students must provide a signed note from a parent/guardian on the day of their return to the College stating the reason for absence. 	<ul style="list-style-type: none"> • The College Student Administration staff will send as SMS at approximately 9:45am <u>each morning</u> to parents of students who have been marked absent during the first two periods.
Approved Absence (College Endorsed Event, State or National Representative Sports Team or equivalent)	<ul style="list-style-type: none"> • In the event of a planned extended absence, parents/guardians are requested to inform Leader of Primary (Layalla) or relevant Leader of Wellbeing (Marcellin) in writing, with the reason for the absence, giving as much notice as possible. 	<ul style="list-style-type: none"> • Administration Assistant to send Approved Absence Email on behalf of LOWB.
Unapproved Absence (family holiday during school term)	<ul style="list-style-type: none"> • In the event of a planned unapproved absence, parents/guardians are requested to inform the Vice Principal in writing, with the reason for the absence, giving as much notice as possible. The absence type will be at the discretion of the Principal. 	<ul style="list-style-type: none"> • Administration Assistant to send Approved/Unapproved Absence Email on behalf of LOWB.

Management of Students with Attendance Issues

Newman College manages the identification of students with attendance issues and the implementation of appropriate measures to restore regular attendance through its Truancy Policy.

We have also implemented the following systems and procedures in order to notify parents and guardians of unsatisfactory attendance:

- Where a student is unsatisfactorily absent from school, the College will contact the parents directly to seek an explanation and to remind parents of their child's obligation to attend school.

- Where attendance falls below 90% over a term, the Leader of Wellbeing will
 - Inform the parent using **Letter 1** (Letter from LOWB Advising Parent of Attendance Rate)
 - Further investigate the reasons for the student's absences and where appropriate organise a parent/student/teacher meeting at the earliest opportunity to identify the issues relations to the non-attendance and plan for improvement and
 - Document all attendance improvement plans.
- Where parents repeatedly fail to inform the College of absences the Vice Principal will contact them directly seeking an explanation and to remind them of their obligation to report absences.

Persistent Non-Attendance

If a student has been identified as being an irregular or chronic non-attende and repeated efforts to work with parents to restore attendance have not been successful, the Deputy Principal Secondary will:

- Consult with appropriate networks; Marist Schools Australia Ltd, Department of Education
- Inform the parent, using **Letter 2** (Letter to Parent from Deputy Principal Secondary Advising of Consultation with Appropriate Networks) and
- Revise any attendance improvement plan developed.

If school attendance or engagement in an educational program is not successfully restored through consultation with the appropriate networks, the Vice Principal will request the parent attends a formal meeting.

At the formal meeting, the Vice Principal will:

- Ensure any factors preventing attendance or participation are explored.
- Request the parent engages with alternative strategies to improve attendance and
- Document a formal attendance improvement plan.
- Participation board?

Students Whose Whereabouts are Unknown (SWU)

The SWU list details students who have been reported as missing from school (public, Catholic and Independent), Home Education, Notice of Arrangements and Exemptions.

A student is regarded as missing when they cannot be located, their parent/s cannot be contacted and the school has not received a transfer note.

The ***Vice Principal*** will:

- report students who are missing within 15 days of their last date of attendance, after taking all reasonable steps to contact the family.
- Inform the parent using **Letter 3** (Letter to Parent from ***Vice Principal*** Advising Parent of SWU Report)

Step 1

- Where attendance falls below 90% over a term, the Leader of Wellbeing will:
 - Inform the parent using **Letter 1** (Letter from LOWB Advising Parent of Attendance percentage)
 - Further investigate the reasons for the student's absences and where appropriate organise a parent/student/teacher meeting at the earliest opportunity to identify the issues relations to the non-attendance and plan for improvement.
 - Document all attendance improvement plans.

Step 2

- If a student has been identified as being an irregular or chronic non-attende and repeated efforts to work with parents to restore attendance have not been successful, the Deputy Principal Secondary will:
 - Consult with a appropriate networks; Marist Schools Australia Ltd, Department of Education
 - Inform the parent, using **Letter 2** (Letter to Parent from Deputy Principal Secondary Advising of Consultation with XXX) and
 - Revise any attendance improvement plan developed.

Step 3

- If school attendance or engagement in an educational program is not successfully restored through consultation with the appropriate networks, the Vice Principal will request the parent attends a formal meeting. At the formal meeting, the Vice Principal will:
 - Ensure any factors preventing attendance or participation are explored.
 - Request the parent engages with alternative strategies to improve attendance and
 - Document a formal attendance improvement plan.
 - Participation board/Attendance Officer

Step 4

- A student is regarded as missing when they cannot be located, their parent/s cannot be contacted and the school has not received a transfer note.
- The **Vice Principal** will:
 - report students who are missing within 15 days of their last date of attendance, after taking all reasonable steps to contact the family.
 - Inform the parent using **Letter 3** (Letter to Parent from **Vice Principal** Advising Parent of SWU Report)

Records of the Register of Daily Attendance:

The register is retained indefinitely and copies of information in the register are stored off-site at regular intervals. The register is kept for each calendar year and shows the daily attendance checks and any reasons for absence.

Appendix – Follow up Letters/Emails:

Approved Planned Absence Email:

Dear {salutation},

I am writing to congratulate {prefname} on [INSERT REASON FOR ABSENCE] and confirm {his} absence from XXX through to XXX.

In preparation for this absence, {prefname} can approach {his} teachers to ask them about topic areas that may be covered during this absence. Unfortunately, teachers will not be able to set classwork in advance.

Assignments:

Any assignments due during this period must be submitted before {prefname} leaves.

In-class Assessments/Examinations:

In some instances, {prefname} will be able to sit an alternative assessment upon {his} return. Where this is not possible, {prefname} will be required to sit any missed In-class assessments for feedback purposes and will receive a standardised score for the assessment at the end of each semester.

{prefname} must speak to {his} subject teachers regarding this absence and ensure {he} understands {his} responsibility in completing class work and assessments.

I would like to wish {prefname} the best of luck at this event.

Yours sincerely

XXX

Leader of Wellbeing – Year XX

Unapproved Planned Absence Email:

Dear {salutation},

I am writing to confirm {prefname}'s absence from XXX through to XXX due [INSERT ABSENCE REASON]. This absence will be recorded as an unapproved absence and the procedure for missed assessments due to an unapproved absence will be followed. Further information can be found here (insert Assessment Policy link).

In preparation for this absence, {prefname} can approach {his} teachers to ask them about topic areas that may be covered during this absence. Unfortunately, teachers will not be able to set classwork in advance.

Assignments:

Any assignments due during this period must be submitted before {prefname} leaves.

In-class Assessments/Examinations:

{prefname} will receive a score of zero for missed in-class assessments during {his} absence. In some instances, {prefname} will be able to sit an alternative assessment upon {his} return. Where this is not possible, {prefname} will be required to sit any missed In-class assessments for feedback purposes.

{prefname} must speak to {his} subject teachers regarding this absence and ensure {he} understands {his} responsibility in completing class work and assessments.

Yours sincerely

XXX

Leader of Wellbeing – Year XX

Letter 1 – Letter from Leader of Wellbeing Advising Parent of Attendance Rate:

Dear {salutation},

Newman College is committed to improving achievement through attendance and monitors the attendance of all students. It is a concern if the attendance of a student falls below 90% per year.

I am writing to advise you that {prefname}'s school attendance rate is currently [INSERT PERCENTAGE]% and as a result, I am becoming concerned that {prefname} is missing a significant part of {his} learning.

Regular attendance is extremely important, as missing school can have a detrimental impact on learning and, as I am sure you are aware, it is a legal requirement. A sound attendance record enables students to keep up with the work required in order to progress their learning.

I will continue to monitor {prefname}'s attendance and I look forward to seeing an immediate improvement. If there are any particular circumstances that the school may not be aware of that is having an influence on {prefname}'s capacity to attend school regularly, please advise me as soon as possible.

Yours sincerely,

XXXXX

LEADER OF WELLBEING – YEAR XXX

Letter 2 – Letter from Deputy Principal Secondary Advising of Consultation with Appropriate Networks:

Dear {salutation},

Earlier this year, your child's Leader of Wellbeing contacted you regarding {prefname}'s school attendance rate. I am writing to express my concern that {prefname}'s attendance has still not improved.

To date, {prefname} has a record of [WHOLE DAYS ABSENT/PERCENTAGE], which is placing {him} at significant risk of being unable to complete the required Year [7/8/9/10/11/12] curriculum.

As you are aware, it is a legal requirement that {prefname} attends school on a regular basis. An immediate improvement demonstrating regular attendance is required otherwise this matter will be referred to Marist Schools Australia Ltd and the Department of Education.

If there is a way in which the College can assist in improving {prefname}'s attendance, or if you wish to discuss your child's attendance, please feel free to contact me at the College.

I will continue to monitor your child's school attendance and with your co-operation, we hope to see an immediate improvement.

Yours sincerely,

XXX

DEPUTY PRINCIPAL SECONDARY

Letter 3 – Letter from Vice Principal Advising Parent of SWU Report:

Dear {salutation},

Earlier this year, your child's Leader of Wellbeing and the Deputy Principal Secondary contacted you regarding their concerns for {prefname}'s attendance at school.

To date, {prefname} has a record of [WHOLE DAYS ABSENT/PERCENTAGE] and has not attended school since [INSERT DATE]. {prefname}'s attendance rate is considered severe non-attendance and as a result, we are obliged to notify Marist Schools Australia Ltd and the Department of Education.

Schools are required to report students who are missing within 15 days of their last date of attendance, after taking all reasonable steps to contact the family. As {prefname} cannot be located, and the College has not received any communication from you, as parent(s) since [INSERT DATE] or advice that {prefname} is being educated elsewhere, the College will report {prefname} as a *Student Whose Whereabouts are Unknown*.

If you have chosen to withdraw {prefname} from Newman College, you are required to inform the College Principal of this decision in writing and inform the College of {prefname}'s future schooling plans.

Please do not hesitate to XXXX – Administration Assistant to make an appointment to meet with me to clarify any issues or to plan a way forward.

Yours sincerely,

XXXX
VICE PRINCIPAL