

# Irene McCormack Catholic College



## Attendance Procedures

### 1. Aim

Regular, sustained student attendance at Irene McCormack Catholic College (IMCC) is fundamental to optimise the opportunities for all students to learn.

IMCC staff, parents and students have responsibilities for the management and monitoring of student attendance. For ethical, pastoral, and regulatory reasons the accurate monitoring and recording of a student's attendance is fundamental to a student's safety, wellbeing and learning needs.

The School Education Act, 1999 requires compulsory school aged students, as defined in the Act, to attend school, or participate in an educational program of a school, on the days on which the school is open for instruction unless an arrangement in writing has been entered into for a student.

| Sources of Authority |   |
|----------------------|---|
| CECWA Policy         | Community                               |
| Executive Directive  | Student Safety, Wellbeing and Behaviour |

### 2. Scope

These procedures apply to staff, students and parents.

### 3. Definitions

Parent: is regarded as a student's parent, legal guardian or care giver. It means a person, who at law, has responsibility for the long-term or the day-to-day care, welfare and development of the child.

Authorised Absence: is a student absence where the reason provided by the parents in writing is considered to be legitimate and deemed acceptable by the College.

### 4. Procedure

#### Student Responsibilities

Students are required to:

- Be punctual for all classes.
- Provide Care Group Teachers with an email from parents to authorise an absence from school.
- Report to the student reception to record a late arrival or early departure and provide written authorisation from parents.
- Seek teacher permission by recording in the section in the student planner and carry the planner to show on request, when there is a reason to leave class

#### *When a student is late to school*

- If a student does not attend period one, the teacher marks the student as absent.
- Students who arrive late for school report to the College Office to sign in and provide the parent note for being late.
- Students who are late without suitable reason or without a note, will be reported to their Care Group Teacher and the details will be recorded on SEQTA (Late with note or Late without note).
- The student's attendance details are updated by the Attendance Officer on SEQTA.

#### *When a student needs to leave school early*

- Parent is to inform Student Reception and Care Group Teacher on or before the morning a student needs to leave (email or note in Student Planner)
- If a student does not have a note or email from a parent to leave early, the student is to remain in class until contact can be made with a parent to confirm the departure
- At the time of departure, the student reports to Student Reception and the Attendance Officer will record the early departure on Early Departure Register and countersigned by the parent (or ADP if parent unavailable).
- The student's attendance details are updated by the Attendance Officer on SEQTA and an Early Departure email is generated.

Parent requests for students to leave school early on a regular basis are made in writing to the Assistant Deputy Principal, detailing the reasons. The Assistant Deputy Principal reserves the right to decline the application.

#### *Students off campus during school hours*

Any student of school age off campus, may be stopped by Police between 9.00am and 3.00pm and asked why they are not at school. They will be required to give details of the school and provide written authorisation. A 'Leave Pass' in the form of a stamp in the Student Planner will be provided to the student once permission to leave has been granted. The Police Officer could take student details to verify the legitimacy of the student absence from school.

### **Parent Responsibilities**

Parents are required to:

- Contact the College before 8.30am by email [absentee@imcc.wa.edu.au](mailto:absentee@imcc.wa.edu.au) and copy (cc) the email to the Care Group Teacher, if their child will be absent for the day or late to school.
- Provide a medical certificate to the Care Group Teacher when a student is absent for three or more consecutive days or when a Year 11 or 12 student is absent for an examination.
- Make non-emergency medical/dental appointments out of school hours or during the holidays, where possible

#### *Notice of extended future absences*

Written notification of future extended absences will be processed by the Attendance Officer, then by the Assistant Deputy Principal who will provide written approval with directions that the student is responsible for collecting details of and completing missed work.

The College strongly discourages students missing school for family holidays, because of the impact on student's academic progress.

## Care Group Teacher Responsibilities

The Care Group Teacher will:

- Inform teachers if a student will be departing school early, if notification is received from the parent
- Collect written or emailed student absentee authorisations from parents and record the information in as much detail on the SIP in SEQTA as below;

Cancel Resolve attendance Save

STUDENT [REDACTED]

DATE Monday, 26th July 2021

TIME 08:30 to 15:05

TYPE Resolved absence

AUTHORISED BY Parent/Guardian name

RELATIONSHIP Parent

FORM Signed note

BRIEF DETAILS

Explanation of the absence is entered in here

- Follow up on a student's unresolved absence by printing the absentee follow-up letter, located on the SIP

Period-based Time-based

One week Print follow-up

| DATE        | CARE | P1 | P2 | P3 | P4 | P5 | P6 | P7 |
|-------------|------|----|----|----|----|----|----|----|
| TU 12/10/21 | ★    | ★  | ★  | ★  | ★  | ★  | ★  | ★  |
| WE 13/10/21 | ✉    | ✉  | ✉  | ✉  | ✉  | ✉  | ✉  | ✉  |
| TH 14/10/21 | ★    | ★  | ★  | ★  | ★  | ★  | ★  | ★  |
| FR 15/10/21 | ★    | ★  | ★  | ★  | ★  | ★  | ★  | ★  |

- Each term, after following up on unresolved absences, sign for the collection of all written absentee notes on the Attendance Report and return to the ADP or Attendance Officer
- Monitor late arrivals for each student in the Care Group.
- After three late arrivals by a student, issue a recess detention on the day of the third late arrival.
- Inform the ADP if a student continues to arrive late to school.
- Follow up on unresolved absences for students in the Care Group on a weekly basis.

## Class Teachers

For each and every period the classroom teacher will:

- Accurately record student attendance on SEQTA, **within the first 10 minutes** of the class.

|  |   |   |
|--|---|---|
| <i>Present</i>  | <i>Absent</i>  | <i>Late</i>  |
|--|---|---|

- Provide a list of student attendance to the Attendance Officer if SEQTA is not available.
- Report any variations of the attendance register to the Attendance Officer and follow up on students attending class but marked absent on SEQTA.
- Check a student identified as above has been entered on SEQTA as a late arrival from the College Office staff or send the student to the Student Reception to sign in with the Attendance Officer.
- Acknowledge and adjust student attendance discrepancies when notified by Attendance Officer

When a student is on a school camp, excursion or Workplace Learning, they will be identified on SEQTA as such by the Attendance Officer.

## College Responsibilities

The College is responsible for the management of student attendance in accordance with CEWA's Student Attendance Process. This includes:

- Maintaining accurate attendance records.
- Managing alternative attendance arrangements, when appropriate.
- Addressing student absence and developing plans for students with persistent absence.
- Regulatory reporting and disclosure of attendance data.
- Storing all relevant documentation.

## Off Campus Learning/Excursions/Incursions

Teachers coordinating excursions, camps and other off campus events must notify all staff, including the Attendance Officer, of the students involved a week prior to the event.

On the day of the excursion and prior to leaving the College, the teacher-in-charge must provide the Attendance Officer with an accurate updated roll, indicating students present and absent.

## Attendance Officer

The Attendance Officer will enter the details on SEQTA of students:

- Who are notified as absent by parents.
- Who attend off-campus events.
- Who are late arrivals after 8:30am or have an early departure from school.

The Attendance Officer also:

- Sends SMS text messages for students who are marked absent, but no information has been received by parents, by 9:00am each school day
- Records on SEQTA and stores telephone calls or emails received from parents regarding absent students.
- Generate Late with Note, Late with No Note or Early Departure notification for a student as necessary
- Adjusts student daily attendance records for periods 1-6 late arrivals and early departures in SEQTA.
- Prepares letters for the Assistant Deputy Principals to parents for confirmation of student extended absence and for the final request for written authorisation of student absence.

- Assists the Assistant Deputy Principals with the official Care Group Attendance Register Report for each term and archive the signed records by the College Attendance Officer.
- Report data as required by system and government bodies

### **Absentee Records**

Written parental absentee authorisation must be kept indefinitely by the College.

The Care Group Absentee Report for each term are to be kept until the students reach 25 years of age.

### **Follow-up for unacceptable levels of absenteeism.**

#### *Care Group Teacher (Letter One – appendix)*

- Monitors student attendance and contacts parents of students with recurring patterns of absenteeism and records details in the SIP on SEQTA.
- Reviews attendance data for each student mid-term and end of term and, where the attendance falls below 90% sends Letter One home
- 

#### *Assistant Deputy Principal (Letter Two - appendix)*

- Reviews attendance data, including parent contacts made by Care Group Teachers, mid-term and end of term.
- Sends Letter Two and meets with parents when attendance does not improve.

#### *Assistant Deputy Principal (Letter Three – appendix)*

- Assistant Deputy Principal consults with Deputy Principal for serious instances where attendance does not improve. Letter Three is sent home.

|                 |                  |              |               |
|-----------------|------------------|--------------|---------------|
| Authorised by   | Mr Peter Collins | Signature:   |               |
|                 |                  | Date:        | 27/1/2022     |
| Effective Date: | January, 2022    | Next Review: | January, 2023 |



# IRENE McCORMACK CATHOLIC COLLEGE

(Date)

(Names of Parent/Caregivers)  
(Street Address)  
(Suburb) WA (Postcode)

Dear (Names of Parent/Caregivers)

Irene McCormack Catholic College works with parents and caregivers to support the sustained attendance of all students.

Research shows that academic and social outcomes can be enhanced for students who have regular attendance at school, that is, an attendance greater than 90%.

According to our records, {prefname} has been absent for a significant amount of class time since the beginning of this year. {prefname}'s attendance rate is currently %, putting (him/her) at Academic Risk.

|                     |                         |
|---------------------|-------------------------|
| 80 – 89% Attendance | Indicated Academic Risk |
| 60 – 79% Attendance | Moderate Academic Risk  |
| 0 – 59% Attendance  | Severe Academic Risk    |

Students who are absent for more than three consecutive days based on a medical condition are required to provide a medical certificate in support of these absences. The medical certificate also serves to avoid academic penalty for missed assessments.

If maintaining a safe level of attendance is likely to be an ongoing challenge, please contact me to discuss your concerns. If there are any circumstances that the College 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.

In addition, you may wish to contact Mrs Alisha Jones (College Social Worker) or your local GP to discuss any wellbeing concerns you may have for your {prefname}.

We expect {prefname}'s attendance will improve in the near future. (He/She) is an important part of our College community.

Yours sincerely

Care Group Teacher



18 Bradman Drive, Butler 6036 | PO Box 318, Quinns Rocks 6030  
T (08) 9562 2400 F (08) 9562 0555  
E admin@imcc.wa.edu.au W imcc.wa.edu.au  
ABN 21 004 612 955



# IRENE McCORMACK CATHOLIC COLLEGE

(Date)

(Names of Parent/Caregivers)  
(Street Address)  
(Suburb) WA (Postcode)

Dear (Names of Parent/Caregivers)

**This is our Second Letter of Concern regarding your {prefname}'s school attendance. We sent you our Initial Letter of Concern on (date). Please read the information below regarding action required by you.**

According to our records, {prefname} has now been absent for a very concerning amount of class time since the beginning of this year. {prefname}'s attendance rate is currently %, putting (him/her) at High Academic Risk.

|                     |                         |
|---------------------|-------------------------|
| 80 – 89% Attendance | Indicated Academic Risk |
| 60 – 79% Attendance | Moderate Academic Risk  |
| 0 – 59% Attendance  | Severe Academic Risk    |

You are required to attend a meeting with me to discuss this matter further at the date and time listed below.

Date:  
Time:

Should {prefname}'s attendance continue to fall below acceptable levels the College will be required to notify the Engagement and Transitions Manager with the North Metropolitan Education Regions Participation Team. This could result in sanctions under the School Education Act (1999). Your obligations under the act include:

- To ensure regular student attendance;
- To ensure all absences are explained and correctly recorded within three days of the absence occurring; and
- To liaise with College staff to support attendance improvement.

Medical evidence is now required for any future absences.

I look forward to meeting you to discuss any concerns you may have so we can continue to support your {prefname} in making good progress and hope that you will work with the College to improve {prefname}'s attendance and, avoid the need to escalate the situation to higher authorities.

We are committed to seeing {prefname}'s attendance improve in the very near future.

Yours sincerely

Assistant Deputy Principal



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ABN 21 004 612 955



# IRENE McCORMACK CATHOLIC COLLEGE

(Date)

(Names of Parent/Caregivers)  
(Street Address)  
(Suburb) WA (Postcode)

Dear (Names of Parent/Caregivers)

**This is our Third Letter of Concern regarding your {prefname}'s school attendance. We sent you our Initial Letter of Concern on (date) and our Second Letter of Concern on (date). Please read the information below regarding action required by you.**

According to our records, {prefname} has now been absent for a serious amount of class time since the beginning of this year. {prefname}'s attendance rate is currently %, putting (him/her) at Severe Academic Risk.

|                     |                         |
|---------------------|-------------------------|
| 80 – 89% Attendance | Indicated Academic Risk |
| 60 – 79% Attendance | Moderate Academic Risk  |
| 0 – 59% Attendance  | Severe Academic Risk    |

Section 23 of the *School Education Act 1999* requires students to attend school, or participate in an educational program of the school, on the days on which it is open for instruction.

We have attempted to work with you, {prefname} and external support providers to create unique and flexible accommodations to support {prefname}'s attendance at school. Unfortunately, this has not resulted in improved attendance for {prefname}.

Due to our serious concerns for the wellbeing of {prefname} and outcomes for his/her future, we will contact the Department for Child Protection and Family Support to discuss the support options they may be able to provide you.

We will continue to do whatever we can to support {prefname}'s wellbeing, however we may be unable to continue {prefname}'s enrolment at the College. I very much welcome contact from you to discuss this serious and urgent concern in person.

Yours sincerely

Deputy Principal

