



# IMMACULATE HEART COLLEGE

*Through Mary to Jesus: "The Way, the Truth and the Life"*

*John 14:6*

## Student Attendance Policy

**Policy:** Student Attendance Policy

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Version: Rev0.1

Document # SM05



## Student Attendance Policy

### 1. Rationale

It is widely recognised that students who regularly attend an education setting gain maximum benefit from schooling. It is also widely recognised that attendance problems are best managed by early identification and intervention.

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.

### 2. Policy Statement

Immaculate Heart College aims to maximise student learning opportunities and performance by ensuring that children who are required to attend, do so regularly and without unnecessary or frivolous absences.

Education is a sequential process and absences mean that students often miss important stages in the development of topics, causing them to find 'catching up' difficult.

Absenteeism contributes significantly to student failure at school and students must attend unless reasonable and valid grounds exist for them to be absent. Illness is 'reasonable grounds' for an absence, but shopping excursions, birthday parties and holidays are not.

### 3. Definitions

*Teachers* - refers to persons registered with the Teacher Registration Board of Western Australia (TRBWA).

*Staff* - means all staff employed by Immaculate Heart College.

*Pastoral care group (PCG) teachers* – means all staff timetabled, for a specified year group, during pastoral care time.

*Others* - includes children and young people, contractors, volunteers, members of the School community or people outside of the School community associated with the College.

*Confidential* - relates to privileged communication shared only between a few people information for furthering certain purposes.

### 4. Scope

This policy articulates the expected standards of student attendance at Immaculate Heart College. This policy will assist staff, parents, and guardians to clearly communicate expectations associated with student attendance.



## 5. Responsibilities

**All PCG staff** are expected to maintain accurate attendance records, for each student, are recorded on SEQTA.

**All staff** are expected to record student attendance within each class, including specialist staff.

**Parents** have a responsibility to ensure that their children attend school regularly and to provide a written explanation for why an absence has occurred.

The **Principal** is responsible for the accurate recording and rigorous monitoring of the attendance of all students and for implementing appropriate strategies to restore attendance if there are attendance issues.

## 6. Principles

All Staff are expected to:

- a. Accurately record student attendance for each student in their class, per timetabled period.
- b. Records must be kept in electronic form via SEQTA.
- c. The child's parents or another 'responsible person' should be asked to provide an acceptable explanation for any absence to the College.
- d. All students must participate in full-time education, training or employment, or a combination of these until the end of the year they turn 17 years and 6 months.
- e. Attendance records are to be kept for seven years after the student's enrolment ceases.

## 7. Supporting information

- *School Education Act 1999*

## 8. Related Documents

Type	Document	Doc #
Proc	Attendance Procedure	SM-06
Link	Policies, Procedures and Forms Registry	



## 9. Review History

Year of Review	Authored by:	Reviewed by:	Reason for amendments or review
Oct 2020	K.Knight	S. Shaw	Reformat, edit 2015 Attendance Policy