



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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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 College community or people outside of the College community associated with the College.

Confidential - relates to privileged communication shared only between a few people to provide information for specific 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 which, for each student, are recorded on SEQTA.

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

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.

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 preferred way of reporting absences by parents is by email: reception@ihc.edu.com.au, however, a phone call may be made to Reception on 9571 8135. A phone call must be followed up by a written note explaining the reason for the absence. The note is to be handed to either the teacher or to admin staff.

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.

It is a legal requirement that written reasons for absences must be supplied to the College.

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

- d) Students are expected to maintain attendance at a rate greater than 90%. Rates lower than this are flagged in annual audits, and a school must show cause if a student does not meet requirements. For this reason, IHC must keep full and accurate records concerning all absences as these can be requested by the Department of Education Attendance Officer.
- e) **Arriving late/Leaving during the school day** - Students who have to leave school during the day for a medical appointment or similar are signed out by their parents/guardians at Reception. Likewise, students who arrive to school late are signed in. A reason must be provided in both circumstances. The Sign-in/Sign-out file is kept on the counter at Reception for easy access.
- f) Secondary students are to sign themselves 'in' or 'out' as the case may be and the note from parents will be handed to their teacher.



- g) At Immaculate Heart College it has been agreed by the staff and Principal that if students arrive between 8.45am (official start to the day) and 9.30am, they are marked in the class roll as being late. However, after 9.30am, they are marked as being absent for the morning and a note has to be provided by the parents for this absence. Similarly, if students leave school after midday and before 2.30pm, they are marked as being absent for the afternoon and a note has to be provided by the parents for this absence. If, however, students leave at 2.30pm or later, then this does not constitute an afternoon absence as it is close to the end of the school day (3.10pm).
- h) **Poor attendance** - The class or PCG teacher will monitor the attendance of all students in their class and contact parents if attendance falls below 90%. The next contact will be from the Principal or delegate who will contact parents of students with high levels of unexplained or unapproved absences with a view to developing and implementing strategies to minimise absences. Ongoing unexplained absences or lack of co-operation regarding student attendance will result in a meeting of the parents/carers, student, and the Principal.
- i) Student absence figures (number of half days absent) will appear on student reports every semester.
- j) **Attendance records** are to be kept for seven years after the student's enrolment ceases.

Termination of Enrolment

- k) SEQTA will be marked appropriately to indicate that the enrolment of a student has terminated. A record will be kept of the school that the student will be attending in the future, or of the educational arrangements which have been made for the student.
- l) All such records will be kept by Immaculate Heart College in a locked cabinet as part of the College's archives, for up to seven years after the student's eighteenth birthday

Management of children who have been absent for an extended period

- m) Attempts will be made to contact parents of children who have not attended school for extended periods by:
- Phoning parents/guardians
 - Phoning contacts on the enrolment form
 - Visiting the home
 - Contacting relatives
 - Talking to children in their class
 - Writing to parents/guardians

A student is regarded as 'missing,' when he/she no longer attends the College and if a Transfer Note has not been received by the College after a reasonable period of time. Likewise, a student is regarded as 'missing' if the student, parents or guardians cannot be located.



- n) The Principal will complete the relevant form for 'Missing Students' and will be dispatch it to the Department of Education. The Principal will not remove the child from the Register until given permission to do so by the ST Coordinator.

7. Supporting information

- *School Education Act 1999*

8. Related Documents

Type	Document	Doc #
Proc	Attendance Procedure	SM06

9. Review History

This document will be reviewed every three (3) years.

Version	Year of Review	Authored by:	Reviewed by:	Reason for amendments or review
1.0	Oct 2020	K.Knight	S. Shaw	Reformat, edit 2015 Attendance Policy
2.0	October 2023	K.Knight	K.Hegarty	Three yearly review