



ST MARY'S PRIMARY SCHOOL ATTENDANCE PROCEDURES

Sources of Authority	
CECWA Policy	Community
Executive Directive	Student Behaviour

PROCEDURES

- The school follows the CEWA Student Non-Attendance Flowchart for managing student attendance issues. This flowchart provides an overview of how all CEWA schools must manage and follow up student non-attendance. School-based procedures sit within these steps (see below).
- Parents must notify the school via email if their child/ren will not be attending including the reason for non-attendance. This is recorded on SEQTA when processing the absence.
- The school reminds parents of the absentee notification process each week in the school newsletter.
- Teachers must record student attendance twice each day – in the morning and after lunch – and record this on SEQTA.
- The school will send an SMS message to parents who have an absent child if they do not notify the school. Parents may respond to the text message, which is then processed and recorded on SEQTA.
- If there is no response, a second SMS message is sent, followed by a telephone call.
- If parents cannot be contacted, an absentee form is forwarded to them. This is followed up until an explanation has been made and recorded.
- All emails and parent communication regarding absentees are kept in an absentee folder which is archived at the end of each semester.
- Parents are informed of their child's attendance rate in their interim report and in Semester 1 and 2 reports.
- For students whose attendance falls below 90%, the school will send a nudge letter to families – this will outline how families can help encourage their child to attend school and will outline the strategies the school will employ to reengage the student in attending school regularly.
- Where attendance does not improve and a student continues to be at educational risk, the Principal will case manage this with parents and other key stakeholders in a Student Reengagement Plan.

Authorised by	Elizabeth Browner	Date:	12 September 2023
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