

ATTENDANCE PROCEDURES

Each classroom teacher is responsible for maintaining an attendance record for their class of students. Administrator will provide these to classroom teachers at the beginning of each term. Administrator will collect completed Attendance records from teachers at the end of each term.

Procedures for Teachers

1. Students' attendance must be verified at least twice daily – at least once during the morning session and at least once during the afternoon session.
2. Record absences by writing the letter 'a' in the appropriate column.
3. When an absence has been recorded, and the student arrives later during the day place the letter 'l' above the letter 'a' in the appropriate column.
4. When an absence has been recorded, the reason for the absence needs to be confirmed in writing (or verbally or electronically) by the parent or guardian.
5. Do not record a student participating in a school-approved activity as being absent.
6. To indicate the date on which a student enters the class after start of term, rule a line from the column representing the date immediately before the student's entry to the class.
7. To indicate the date on which a student ceases to belong to the class, rule a line from the column representing the date immediately after the student's last day of attendance to the end of the column representing the last week of the term. Rule a line through the student's name and address.

Absentees

1. If a student is absent for any reason, the class teacher must be satisfied that the explanation given is genuine.
2. Teachers need to request a written explanation from parents or guardians for days of absence.
3. If a parent or guardian has not or is not able to provide a 'written' explanation the teacher needs to follow up with the parent for a verbal explanation. If this has not been possible the teacher needs to notify School Administrator so that Administrator can follow up.
4. Parents are asked to phone, text or email the school on the morning of a student's absence if they have not already notified the school in advance.

If the school has not been notified a text will be sent to the family seeking an explanation for absence. The teacher can mark the roll with ‘ph’, ‘t’, ‘e’ above the ‘a’ marking.

5. If a student has been away for more than two consecutive days and an explanation has not been received by the class teacher, the administrator needs to be notified.
6. If, after making enquiries, the administrator either has received no explanation for the student’s absence or is not satisfied that the explanation is genuine, the matter must be referred to the Attendance Officer at the Bunbury District Office.
7. Written explanations and medical certificates relating to each Attendance Record must be filed and retained in the school for at least six months after the end of the school year to which the Attendance Record refers.

The school is required to participate in an annual ‘Attendance Data Collection’ through the Schools Service Point to DEEWR. The purpose of the data collection is to measure attendance rates for full-time students in years 1-10, by sex, by grade and by indigenous status over three quarters of the school year for all schools. The School Administrator needs to submit this data on behalf of the school at the two designated times in the year (August and October).

VERSION	DATE REVIEWED	DATE RATIFIED	CHANGES MADE	AUTHOR OF CHANGES
1	May 2011	22/6/11		KM
2	August 2013	14/8/13	Attendance data collection added	KM
3.	May 2016	15/6/16	Updated Data Collection dates added	KM