



St Vincent's School

Attendance and Non-Attendance Policy

RATIONALE

At St Vincent's School, we adhere to the following Attendance and Non-Attendance Policy to manage all student absences. We understand that due to sickness, family commitments and unforeseen circumstances, children are required to be absent from school. Upon enrolment at St Vincent's School parents/guardians are required to follow the procedures below to notify the school of their child/ren's absence.

PROCEDURES

- It is the parent's responsibility to notify the school prior to the commencement of the school day if their child will be absent from school by completing an *Absentee Note* on the school website under the *Communication* tab or by phoning the dedicated School Absentee Line on 9419 2631.
- Administration staff check Absentee phone line messages and adjust the status on our attendance register through SEQTA. Absent children, whose parents have phoned in are marked as an "unresolved" absence on SEQTA. (E.g. 8:30 – 15:00 if the child is absent for the full day).
- Classroom teachers are required to mark student attendance in the morning and afternoon on SEQTA in a timely fashion. The morning roll is to be marked no later than 9:00am and the afternoon roll is to be marked no later than 1:45pm.
- Once all class morning rolls have been marked, Administrative staff send out an absentee SMS to relevant parents/guardians, and adjust the attendance status accordingly when parents phone the school (change status from absent to "unresolved" absence), usually by 9:30am.
- If parents/guardians do not respond to the absentee SMS, Administrative staff are to endeavour to contact the parents/guardians by phone.
- Administrative staff adjust attendance on SEQTA throughout the day to reflect the Sign In/Sign Out book for children who arrive or depart outside of normal school hours.
- When advance written notice is received of a child's future absence (for family holiday, bereavement, etc), Administrative staff note this on SEQTA as an "approved absence." If the period of absence is expected to exceed a few days, the Principal and specialist teachers are also informed. Depending on the length of absence, parents/guardians and teachers are to liaise about suitable replacement work.
- Absentee follow up letters are printed out fortnightly and sent home via class teachers. Parents are required to provide a written explanation for the child's absence or complete an *Absentee Note* on the school website for all full day absences. Class teachers are required to adjust the child's attendance status on SEQTA as each absence is resolved.

- If the student is absent from school and acceptable written explanation has been provided by the parent or an *Absentee Note* has been completed on the website, teachers adjust the child's attendance status on SEQTA as "resolved" and no further action is required.
- Absentee notes received from parents/guardians are archived for 25 years from the child's date of birth and are a legal requirement.

REVIEW HISTORY

Revised and reformatted - 2017

To be reviewed: 2020