



St Anne's Primary School

*PO Box 493
27 Young Street
HARVEY WA 6220*

St Anne's School – Attendance Guidelines Procedure

1. PURPOSE

St Anne's Catholic Primary School is committed to providing students with the opportunity to achieve to the best of their ability. This policy establishes clear, inclusive, and consistent attendance expectations that promote high levels of student engagement.

The school aims to improve attendance by:

- Promoting a positive and supportive school environment
- Ensuring consistent follow-up of absences with parents/carers
- Working collaboratively with students and families to reduce absenteeism

Further information is available on the school website:

<https://www.stannes.wa.edu.au>

2. scope

This policy applies to all students enrolled at St Anne's Catholic Primary School, Harvey, and to all staff responsible for attendance monitoring and recording.

3. Roles and Responsibilities

3.1 School Leadership

- Ensure compliance with legislative and system attendance requirements.
- Monitor attendance data and follow up on unexplained or extended absences.
- Liaise with external authorities where required.

3.2 Teachers

- Record attendance twice daily in accordance with school procedures.
- Follow up unexplained absences with parents/carers.
- Maintain records of written absence notifications.

3.3 Teacher Assistants

- Record attendance when delegated by the classroom teacher.

3.4 Administration Staff

- Update attendance records when notified by parents.
- Maintain accurate records within the school attendance system.

3.5 Parents and Carers

- Notify the school of student absences using accepted methods.
- Provide appropriate written confirmation of absences.
- Seek permission for extended absences.

4. Attendance Procedures

4.1 Recording Attendance

4.1.1 Attendance is recorded twice daily:

- By 9.00am (morning session)
- By 1.50pm (afternoon session)

4.1.2 Attendance is marked in half-day increments:

- Before 12.00 noon
- After 12.00 noon

Students must be present for a minimum of two hours within a half-day increment to be recorded as present.

4.1.3 Attendance notifications are recorded using SEQTA, the system-wide preferred attendance platform of the Catholic Education Commission of Western Australia.

5. Accepted Forms of Resolved Non-Attendance

The following methods are accepted for resolving student absences:

5.1 Email (Preferred Method)

An email sent to the class teacher or school administration including:

- Parent/guardian full name
- Date
- Reason for absence

5.2 Online Absentee Form

Completion of the Online Absentee Form available at:

<https://www.stannes.wa.edu.au/online-absentee-form/>

5.3 Written Note

A signed note from a parent or legal guardian including:

- Parent/guardian full name
- Date
- Reason for absence

5.4 Telephone Notification

A phone call to the class teacher or administration stating:

- Student's full name
- Parent/guardian full name
- Date
- Reason for absence

A phone call alone does not constitute a resolved absence and must be followed by a signed note or email.

6. Management of Unexplained Absences

6.1 Teachers must follow up any absence where no explanation has been received.

6.2 If a suitable reason cannot be provided, this must be documented for future reference.

6.3 Hard copy absence notes are to be retained by the class teacher until the end of the school year and then archived.

6.4 If a student is absent for more than one week without explanation and no parental contact has occurred, the school will contact the Absentee Officer at the Department of Education Western Australia, provided daily follow-up procedures have been implemented during that period.

7. Late Arrivals

Students arriving after 8.30am must:

- Report to the front office
- Be signed in by a parent/guardian in the Student Sign In/Out Register
- Obtain a Late Card

The classroom teacher will record the student as “Late” in SEQTA upon presentation of the Late Card.

8. Early Departures

Students leaving school prior to dismissal must:

- Be collected from the front office
- Be signed out by a parent/guardian in the Student Sign In/Out Register

9. Extended Absences

9.1 For absences exceeding two weeks, parents must submit a signed letter to the Principal requesting approval.

9.2 Upon approval:

- The letter will be forwarded to administration.
- Details will be recorded in SEQTA.

9.3 During extended absences:

- Parents are responsible for ensuring students maintain reading practice and participation in online programs (e.g., Mathletics and Reading Eggs).
- No additional classroom work will be provided.
- Families may elect for students to maintain a diary or blog during their absence.

10. Monitoring and Review

This policy will be reviewed periodically to ensure compliance with system and legislative requirements and will be published on the school website.

NEXT REVIEW	SUB COMMITTEE RESPONSIBLE
2027	School Staff