



ATTENDANCE PROCEDURE

Student attendance is recorded twice daily in SEQTA. Office staff check student absences in SEQTA. All those who have been marked as absent (red cross) are followed up by SMS to determine where the child is. This information is then recorded in SEQTA as an “unresolved absence” until a written note or phone call is received, when it is changed to “resolved”, or “medical”.

Students who arrive late (ie. after 8.50am), or leave early (ie. before 3.00pm) are signed in and out at the school office.

Where a student has not returned with a note to explain an absence, a note is generated from SEQTA and sent home by the classroom teacher requiring a reason for the student’s absence. Aboriginal Teacher Assistants follow through with phone calls and home visits for Aboriginal children who have unexplained absences of more than one day.

The school bus runs most mornings to pick up Aboriginal students who live in Moora in an effort to improve both attendance and punctuality.

In cases of concern and where attendance has fallen below 85%, letters are sent alerting parents to the risks of poor attendance. Where a second letter is sent home, the parents are requested to meet with the Principal in an effort to determine appropriate interventions.

Where students still have low attendance a variety of strategies are employed to promote a higher attendance rate: (Follow the St Joseph’s Attendance Checklists which include:)

- Meeting with the student to gain more information around non-attendance.
- Initiate an Attendance Improvement Plan
- Attendance Reward Chart

Where students have been absent for three or more weeks and all efforts to determine when they are returning or to locate them have failed, the student is placed on the *Students Whereabouts Unknown* list. They are removed from the school roll when notification to do so is received from the SWU office, or when a transfer note is received from another school.

This document has been developed in line with the
[CEWA – Student Non-Attendance Process](#)

Student Non-Attendance Flow Chart

