



## Student Attendance Policy

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### Source of Obligation

The WA Registration Standards (Standard 6) require that Living Waters Lutheran College has clearly defined enrolment and attendance policies and procedures that meet all legal requirements.

The School Education Act 1999 (WA) (section 28) requires that the Principal must ensure that attendance records are kept, and retained for seven years from the day on which the student's enrolment ceases, and thereafter must not be destroyed without the authority of the Director General.

### The Importance of Regular Attendance

Regular attendance at school is essential to assist students to maximise their potential. The College in partnership with parents is responsible for promoting the regular attendance of students.

Regular attendance enables a child to build on their knowledge and skills each day, each week and each year. School helps children build confidence in areas such as communication, teamwork, organisation and social skills. Children who are regularly absent from school can miss out on the basic skills and may experience difficulties later with their learning.

Under Section 23 of the School Education Act it is a requirement that all children must attend school each day it is open for instruction.

Students must not be kept away from school for minor reasons. It is the responsibility of parents to ensure that their child is enrolled in and attending school every day unless there are acceptable reasons for absence.

The College will consistently remind families and students of the importance of attendance.

### Daily Attendance Register

Living Waters Lutheran College keeps a register of the daily attendance of all students at the College in electronic form via the Learning Management System SEQTA showing whether a student attended, or participated in an educational program, or failed to so attend and participate. The register of daily attendance records the following information for each student:

- name
- date of birth
- date of enrolment
- the date on which enrolment ceases
  
- daily attendance
- absences
- reason for absence
- documentation to substantiate reason for absence.

The register is capable of being made available as hard copy documents.

## **Primary/Secondary Rolls**

### *PRIMARY*

Primary School attendance is checked at least twice per day, at:

- 9:00am (Morning PC)
- 1.35pm (Following Lunch)

### *SECONDARY*

Secondary School attendance is checked at:

- 8:35am (Morning PC)
- Thence each period

## **Monitoring Daily Attendance**

Living Waters Lutheran College has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from College or class:

- Parents are responsible for ensuring that they notify the College to explain the absence of their children on any particular school day. Notification should be provided via email or via the school app. Notification should be made prior to the start of the school day.
- Secondary Pastoral Care teachers mark an initial roll at 8.35 am and Secondary class teachers record attendance for each period of the school day.
- Primary class teachers take the class roll promptly at the commencement of the school day and again after the lunch break.
- All absences are recorded electronically using the Learning Management System SEQTA. Attendance staff cross check against the absentee notifications that have been provided that day.

## **Following Up Unexplained Student Absences**

Living Waters Lutheran College has implemented the following systems and procedures in order to follow up unexplained absences from College:

Where an absence has not been explained by 9.30 am (after lesson 1 rolls are finalised) an SMS Text message is forwarded to the student's parents notifying them of the absence and requesting that they immediately contact the College. The SMS asks them to confirm the absence and provide a reason for it.

Where the absence remains unexplained the matter will be reported to the relevant Head of School for investigation and follow up.

All information in relation to unsatisfactory attendance is recorded on students' files and information with respect to attendance is provided in each student's school report.

## **Acceptable reasons for absence (examples)**

- If a child is too unwell to attend school
- If a child has an infectious disease
- If a child is afflicted by temporary or permanent infirmity
- If a child is attending a school organised activity e.g. excursion, camp, work experience or cultural event

- Other unavoidable and sufficient reasons for absence may include bereavement in the family or of a close friend or family trauma.

### Unacceptable Reasons for Absence (examples)

- Truancy
- Shopping expeditions with or without a parent
- Birthday celebrations or similar
- Personal grooming e.g. haircuts
- Helping at home or parents place of work
- Part time, casual or volunteer work (including travel to and from such work)
- Appointments which could be made out of school hours e.g. driving lessons or tests
- Excessive time for appointments which are unavoidable
- Holidays

### Management of Students with Attendance Issues

Living Waters Lutheran College manages the identification of students with attendance issues and the implementation of appropriate measures to restore regular attendance through its Truancy Policy.

We have implemented the following systems and procedures in order to notify parents and guardians of unsatisfactory attendance:

- Where notification has not been provided for a student's absence, Attendance staff will follow up via email or phone contact.
- Where a student is unsatisfactorily absent from College, the College will contact the parents directly to seek an explanation and to remind parents of their child's obligation to attend school.
- Where parents repeatedly fail to inform the College of absences the Head of School will contact them directly seeking an explanation and to remind them of their obligation to report absences.
- Further action by the Head of School/Principal will be taken as required if full attendance is not restored.

### Related Policies

- Truancy
- Missing Students Policy
- Student Enrolment Policy
- Enrolment Register Policy

<b>COMPLISPACE – Student Attendance Policy</b>		
<b>Version</b>	<b>Action</b>	<b>Date</b>
V1	Ratified by College Board	11 Nov 20
Review		11 Nov 23 or as changes occur