



## John Pujangka-Piyirn Catholic School

### Attendance Policy

SOURCES OF AUTHORITY	
CECWA POLICY	Community Policy
EXECUTIVE DIRECTIVE	<a href="#">Student Safety &amp; Wellbeing (2024)</a> <a href="#">Student Behaviour (2023)</a>

#### Scope

These procedures apply to staff, students and parents.

#### Procedure for Recording Attendance

Teachers are to ensure that accurate attendance records are recorded on SEQTA for each student in their class.

For Kindergarten students this includes recording attendance for morning only. Years 1-10 attendance is recorded for both morning and afternoon sessions

Note: A continuous attendance by a child of not less than two (2) full hours secular instruction is to be recorded as a half day's attendance. Students who arrive late but still meet this requirement are **not** to be included as a half-day absence. Students who are on an excursion, participating in an off campus program or in some other school-approved activity or are **not** to be counted as absent.

Attendance records may be kept in electronic form but must be capable of being reproduced in written form.

- Attendance records (e.g., attendance registers, class rolls) must be kept for a period of seven years.
- Absentee notes that are separate from the student's records are to be kept for two (2) years from the date of receipt and then destroyed. This includes details recorded by the school when a parent provides the school with a verbal reason. If the absentee note is included on a student's record file, then the note must be kept for 25 years from date of birth.
- Unsatisfactory attendance reports on students must be retained in a student's records for 25 years from date of birth
- Teachers are responsible for recording attendance and absences, including visiting students/s and for reporting any roll anomalies promptly to the Principal

#### Monitoring Student Attendance - Absentees and SEQTA

Students arriving to class after 8am and before 9.30 must be recorded as late.

See SEQTA symbol



If a student is absent from school for more than two days, please notify the ATA or Principal for follow up.

If in the morning a parent has advised the reason for the student's absence, record the reason on SEQTA. Enter as many details as possible.

### Process for managing absences

Parents are encouraged to call the school to notify absence.

Principal and/or teaching staff to:

- Contact family or extended family
- Contact emergency contacts
- Speak with school local staff and ATA's to learn whereabouts of student/s
- Contact clinic to establish if student is out of community for medical reasons
- Contact schools in area – known schools where the student often attends when out of community
- Check AOS for student transfers
- Contact DCP in Balgo

If students are unable to be located within 3 weeks, a form is to be submitted to [student.tracking@education.wa.edu.au](mailto:student.tracking@education.wa.edu.au) to add them to the students whereabouts unknown register.

### Dealing with running away

Low key monitoring – don't chase the student. Disengage and allow the student to calm.

Approach the student with clear statements of option

Contact the parent immediately if the child leaves the school site. The parent can return them promptly, with minimal conversation.

### Secondary

Attendance in the Secondary classroom is encouraged and supports student readiness for boarding school. John Pujajangka-Piyirn School encourages students to go to boarding school and at the parent's request, provides assistance with the transition to High School.

### Strategies to encourage attendance include:

- Pick-up before breakfast and just before school starts for younger children
- Breakfast program
- Lunch, fresh fruit and afternoon snack provided
- School uniform provided at school each day
- School routine providing stability and certainty
- Adjustments to the curriculum
- Weekly merit awards for academic effort and a positive attitude to school
- Daily prize tickets for demonstrating expected behaviours
- 100% attendance awards – prizes, photos in the shop
- Bush trips, and swimming trips
- Fun days
- Movie nights for high attenders
- PATHs program and Keeping Safe Curriculum
- Foster positive relationships with parents and carers
- Principal is out in the community every other day, following up with students and parents

Authorised by School Representative

Principal – Rachel Lechmere

Signature:



Date Reviewed:	March 2026
Next Review Date:	March 2028