

Daily Attendance Procedures

St Joseph's Catholic School

Kununurra



Classroom staff to mark the roll on SEQTA by 8.30am

Office ATA to enter in any student late arrivals by 9am each morning and early leavers from the previous day.

Office ATA to send SEQTA absence SMS to any absent families and enter any responses.

Office staff to complete any explained absences that come through the office.

Students with unexplained absence followed up first by a phone call, if this is unsuccessful then on the 3rd day absent from school a home visit will be planned.

Principal informed of any concerns regarding student absenteeism, refer to management of non-attendance policy.