

Management of Non-attendance

For

St Joseph's Catholic School

Kununurra



Students are expected to attend school for 90% of the year. Parents/carers are to notify the school of any reason why their child is not in attendance on any given day.

Student attendance is recorded in SEQTA – where possible, all absences should be resolved.

If a child is absent for more than three consecutive days without notice, teachers are to notify the Office.

Where necessary, families are contacted to explain poor attendance and promote school attendance. Our Aboriginal Teacher Assistants visit families to promote school attendance and follow up on unexplained non-attendance.

If students do not attend school and no reasons/notification has been given we will do one or more of these:

- Visit the family if possible as soon as practical
- Contact an extended family member to try and locate the child
- Talk with the students about coming to school on time every day – and offer assistance to the child
- Formal letter of concern to family
- Referral to Department of Communities or other relevant support agencies

For those families where the students are often late, or missing from school, a daily pick up can be arranged for a short amount of time, and the family is encouraged to take responsibility for their child's education. If, after some time, there has been no improvement in student attendance, the Principal will have a meeting with the family (if it can be arranged) and notification will be given to local service agencies in order to support families. Department of Child Protection and Family Services are contacted in the case of extreme educational neglect or if students under their case-management are not attending school regularly.

Temporary Enrolments of Transient Students

When students are visiting from other schools, attendance records will be sent to their school of enrolment.

Students Whereabouts Unknown

If after six weeks of repeated attempts to locate students have failed, students will be placed on the Students Whereabouts Unknown register.