



Student Attendance and Truancy Procedure

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Preamble

And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him. Colossians 3:17

Since we seek to bring glory to God in everything we do, it is the expectation of Swan Christian College that student attendance would be consistent and reliable. Any reason that requires a student to leave the College during learning time requires adequate procedures and monitoring by College staff, to support student learning.

The safety and protection of our students is of utmost importance to the staff of Swan Christian College. It is the responsibility of the College to ensure that only appropriately authorised adults have access to students from the College within school hours within regard to early departure and late arrival. The following procedures help ensure that we maintain correct duty of care in this matter.

Scope

This procedure applies to all Swan Christian College students.

Context

This procedure is to be read in conjunction with **SCEA Attendance and Truancy Policy**

Procedures

Daily Attendance Register

The College keeps a register of the daily attendance of all students in electronic form via SEQTA showing whether a student attended, or participated in an educational program, or failed to 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 ceased
- Daily attendance
- Absences
- Reason for absence; and
- Documentation to substantiate reason for absence.

Attendance will be checked twice daily in the Junior School and in each lesson including Mentor Group in Years 7 – 12, as well as during an evacuation. Student's who are late to class will be recorded as such in SEQTA.

Monitoring Daily Attendance

Swan Christian College has implemented the following systems and procedures in order to follow up unexplained absences:

- Parents are responsible for ensuring that they notify the College office, prior to the commencement of the day. All absence requires an explanation. Notification and explanation may be provided via email (studentservices@swan.wa.edu.au) or by telephoning the school office (Senior 9374 8314/Junior 9374 8746)
- In regards to the SMS service Parents can only reply to the absence text message they receive from the school. Parents are unable to initiate an SMS due to the SMS system not having this capacity to receive them
- Mentor/Class Teachers take the class roll promptly at the commencement of the school day. Teachers must visually sight each student and not rely on counting students or seating plans.
- All absences and lateness are recorded by the teacher into the SEQTA database.
- The Attendance Officer will produce attendance reports that will be reviewed by the Deans of Year for follow up.

Following up Unexplained Absences

- An SMS will be sent to parents who have not notified the College of an absence.
- The Attendance Officer will contact the parent/guardian to obtain a reason for the absence. If the Attendance Officer is unable to obtain this information, it will be passed on to the Dean of Year or Year Coordinator to investigate further.

Late Arrival to College

Parents are requested to advise the College prior to 8:30am of any planned late arrival. If the College has not been notified about a student arriving late and they are not accompanied by a Parent/guardian on arrival, then they will be marked as an unresolved lateness on our system.

Early Departure from College for Junior School (PP - 6)

If a student is to be collected early by a parent/guardian, the parent/guardian must present to Student Services and sign their child out before leaving the school with their child. If the early departure is known ahead of time, parents are requested to provide a written note (SMS, email or letter) to Student Services to arrange for the child to be waiting for them in Student Services at the time of collection. If a student is to be collected by anyone other than a parent/guardian, Student Services must be notified in writing (SMS, email or letter) of who

will be collecting the child. The authorised person is required to show photographic identification to a Student Services staff member before the child is released into their care.

Early departure from College for Senior School (7 - 12)

Student Services is to be notified in writing (SMS, email or letter) by the parent/guardian of a student who is required to leave the school grounds during a college timetabled day for any purpose other than for educational activities endorsed by the school. The Student shall present at Student Services to be signed out of the signing in/out register and will be required to wait in Student Services for an authorised adult to collect. If the register is not signed out, then the student will be marked as truant and will be subject to disciplinary action.

Parents/guardians must present at Student Services and complete the signing in/out register. If a student is going to be collected by anyone other than a parent/guardian, Student Services must be notified in writing (SMS, email or letter) of who will be collecting the student. The authorised person is required to show photographic identification before the child is released into their care. If the individual collecting the student is the regular person of collection (other than parent/guardian), photo ID will only need to be shown once or approved in written notification by the parent/guardian.

Permission will not be granted for a Senior School Student to catch public transport or Taxi services during the College timetabled day as a valid means to leaving the College grounds except for under extreme circumstances.

Senior school students who leave the College grounds without written permission will be considered to have committed a serious breach of the school procedures. They will be marked as truant and will be subject to follow up. Parents/guardians will be notified.

Students returning to school within the same day, shall sign-in at Student Services on arrival.

Extended Absence

If a parent intends to take their child out of school for a period longer than three days, they must seek approval from the Principal at least one week prior to the planned absence so that he/she may consider the request.

Students Truantiing during the Day

Students who have been marked absent for both Mentor Group and Period 1 will be automatically marked as such for the remainder of the day and an absentee SMS will be sent. The teacher is to notify Student Services immediately of any student who were previously marked present but is not currently in class.

Student Services will check sick bay, the music tutor register and contact the Dean of Year, Psychologist and Chaplains. If the student is not located, an executive staff member will be notified, and a search of the grounds will commence. The Attendance Officer will also email

all staff with a photo of the child and contact parents. If the child still cannot be located, then an executive staff member will contact WA Police.

SEQTA entries for students who are absent from/late to lessons shall be checked against the absence register and if discrepancies exist, an SMS will be sent to the parent/guardian advising them of the student's absence.

Implementation

These systems and practices are carried out on a daily basis to ensure consistent monitoring of student attendance and implementation of procedures as required.

Contact Person

Deputy Principal