



## **Carmel School**

Student Attendance and Absentee Protocols for Staff (Feb 2019)

### **Introduction**

Attendance registers are a legal document and must be marked at set times and in a standard way. They can be subpoenaed to go to court in matters of children's welfare. The routines below must be followed;

### **Kindergarten – Year 6**

The roll will be taken twice a day.

- Morning Roll

Teachers will record absentees on SEQTA after Tefillah. Any student who arrives at school later than 8:40 am is to report to the School Receptionist who will note the time of arrival on SEQTA. Teachers with information about any students who are to depart during the day or those that advise of a future absence should be forwarded to reception ([primary@carmel.wa.edu.au](mailto:primary@carmel.wa.edu.au)) or Head of Primary.

The school receptionist will SMS parents that have not contacted the school. If a parent does not message back by 10am a call will be made to their mobile phone and this is followed up by email communication later in the day. In the event that a parent does not follow up at all a subsequent email is sent requesting information on the absence. Any issues which cannot be resolved by the receptionist are forwarded to the Head of Primary.

- Afternoon Roll

Teachers will record absentees on SEQTA after Birkhat Hamazon. Information is entered about afternoon departures and is accompanied by written or verbal parent consent.

### **Year 7-12**

- Morning

Mentors will record absentees on SEQTA before the end of Mentor time. Mentor with information about any students who are to depart during the day or those that advise of a future absence should be forwarded to Reception ([reception@carmel.wa.edu.au](mailto:reception@carmel.wa.edu.au)) or Dean Shadgett ([dean.shadgett@carmel.wa.edu.au](mailto:dean.shadgett@carmel.wa.edu.au)).

The School Receptionist will call to those parents that have not contacted the School. Every effort must be made to speak to a parent. A message on a home phone must be followed by a call to a mobile or to a work number. (A message on an answering machine may not be received until late in the day.) If a parent does not call back by 3:30 then an absentee follow-up slip should be printed from SEQTA and posted. Mentors will also follow-up with students.

### **During the day**

All teaching staff are to complete their class attendance during the day on SEQTA for each period of the day they teach.

Any student leaving the School during the day must report to reception and sign out. The sign out register is kept on the bench in reception and will be coordinated by the receptionist. Departure and arrival information in the register will be entered on to SEQTA by the High School Receptionist.

Discrepancy reports will be printed each Friday afternoon by the High School Receptionist and placed in Mentor pigeonholes for resolution on Monday. For Mentors this should be seen as a priority each Monday. Any issues which cannot be resolved by the Mentor should be forwarded to the Head of Secondary.

Any student who arrives after the HOLA duty is completed (8:10 am) is to report to the School Receptionist who will note the time of arrival on SEQTA. The receptionist will issue the student with a "Late Arrival" note and instruct the student to give the note to their class teacher (dependent upon arrival time).

#### End of the Day.

The Receptionist will run a discrepancy report each afternoon and reconcile this against departures and arrivals during the day. Any issues will be forwarded to class teachers for confirmation.