



## **Student Attendance and Absentee Protocols for Staff**

## **Introduction**

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

## **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.

## **Years 7-12**

### **Morning**

Mentors will record absences on SEQTA before the end of Mentor time. Mentors must forward any information they receive about students who are to depart during the day or have advised of a future absence to Reception ([reception@carmel.wa.edu.au](mailto:reception@carmel.wa.edu.au)).

The Attendance Officer (School Receptionist) will SMS parents/guardians via SEQTA during period 3 once a pattern of absence is established. The Attendance Officer will then call those parents/guardians who have not contacted the School following the SMS. Every effort will be made to speak to a parent following the initial SMS. The Attendance Officer, with the assistance of the Director of Student Development and

Wellbeing (DOSDW) if necessary, will follow up with parents/guardians to reconcile the absence.

### **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.

Students who arrive after the HOLA duty is completed (8:10 am) must report to the School Reception where their arrival time will be recorded in SEQTA. A sanction will be issued for any unexplained lateness. When a student arrives during scheduled class time, the Receptionist will issue the student with a "Late Arrival" note to be collected by the teacher.

Any student leaving the School during the day must report to Reception and sign out. The sign out register is kept behind the counter in Reception and will be coordinated by the Receptionist. Departure and arrival information in the register will be entered into SEQTA by the Attendance Officer.

### **End of the Day**

The procedure for resolving discrepancies with student attendance at the end of each day will be as follows:

1. The Attendance Officer will generate a Reconciliation Report, by Mentor Group, which shows unresolved or unexplained absences during the day.
2. These reports will then be delivered to relevant Mentors via pigeonholes.
3. Mentor staff will query any unexplained absences with the student, record the legitimate reason for the absence on the Reconciliation Report, sign the report and return it to the Attendance Officer (School Receptionist) by the end of recess for reconciling.
4. The Attendance Officer will reconcile the absences in SEQTA using the Reconciliation Report returned by the Mentor.
5. Any absences which cannot be reconciled by the Mentor will be forwarded to the DOSDW by the Attendance Officer.
6. Incomplete or inaccurate reports will be followed up by the Director of Student Development and Wellbeing (DOSDW) for reconciliation.

### **End of the Week**

An Incomplete Roll report for each Learning Area will be generated by the Attendance Officer at the end of each week and given to the relevant Head of Learning Area (HOLA). The HOLA will then be responsible for resolving incomplete attendance with the relevant staff member. The HOLA will mark the report as complete, sign it and return it to the Attendance Officer by Tuesday recess.

## **Special Events**

Where normal school timetable does not apply, Mentors will take attendance for their Group at the beginning of the day and once more throughout the event.

## **Conclusion**

It is necessary for student safety that all staff contribute as proactively as possible to the accurate recording of student attendance. All staff are encouraged to openly seek assistance and ask questions about the above procedures. School administration and leadership will be proactively helpful whenever approached regarding student absences, as this will provide a much higher level of teamwork, efficiency and ultimate compliance.