	Topic	Student Attendance Policy
	Registration Standard	2.6 Enrolment and Attendance
	Originally Released	April 2014
	Date for Review	2025

Objective

To monitor and record the attendance of all students enrolled at Court Grammar School. To identify students with attendance issues and implement appropriate processes to restore regular attendance.

Scope

This policy applies to all students enrolled at Court Grammar School and staff members in implementation of the procedures as stated below.

General Principles and Purpose

This policy provides guidelines for attendance at Court Grammar School. Each parent/caregiver of a child who is of compulsory school age has the legal obligation to ensure their child is enrolled and attends a school on every school day for the educational program in which the child is enrolled, unless the parent/caregiver has a valid reason.

Court Grammar School is therefore required to record and monitor student attendance and use strategies to restore attendance if needed. Early identification of students, whose attendance is not regular, is crucial to minimising student absences.

Parents/caregivers of students who are absent from School must provide communication explaining the reason for the absence.

If a parent/guardian chooses to go on holiday during the school term, teachers will not be responsible for providing work in advance or helping the student to catch up afterwards. If students miss any assessment during this period, they will receive zero percent for this assessment. The same applies for examinations.

The information which follows is designed to clarify aspects of attendance including:

- Approved and Unapproved reasons for absence
- Responsibilities of Parents/Caregivers
- Responsibilities of Staff

Approved and Unapproved Reasons for Absence

Approved absences include:

- Illness where a medical certificate has been supplied after 3 days of absence
- Unavoidable and sufficient cause i.e., Bereavement within the family, Family trauma
- Attending a School event off campus
- Any other absence deemed approved by the Principal

Unapproved absences include:

- Truancy
- Holidays
- Haircuts/Shopping
- Appointments which could be made out of school hours
- Sleeping in

Responsibility of Parents/Caregivers

- Ensure compulsory school age children attend school daily
- Advise the School by 9.00am if your child is going to be absent with reason as to the absence
- Provide a reason for the absence of the student
- Supply Medical Certificate, if child is absent for 3 or more days
- Ensure holidays are taken during the holiday periods and not during school term
- Ensure their child, if in Secondary School meets Schools Curriculum and Standards Authority requirements of not more than 12 sessions' absences per semester in a Year 11/12 course for WACE.

Responsibility of Staff

- Record daily attendance of students at every class
- Monitor student absences and advise appropriate Pastoral Leader/Head of School when appropriate
- Follow up with families when student absences continue
- Help families put systems in place to support students return to school after periods of absence.
- Notify parents when child is "at risk" of not meeting SCSA requirements for a WACE course due to non-attendance
- The School may engage the Participation Board in cases where absenteeism is considered to be placing the student at educational risk.

Related Documents

Attachment 1 – Absentee Process – Primary School and flowchart

Attachment 2 – Absentee Process – Secondary School and flowchart

Attachment 3 – Accumulated Absentee Flowchart

Review History

Year of Review	Review/Amendments	Approved By
2017	Reviewed – updated flowcharts	Deputy Principal and Student Services
2019	Updated with new school name	
2022	Reviewed	Deputy Principal

Next Review

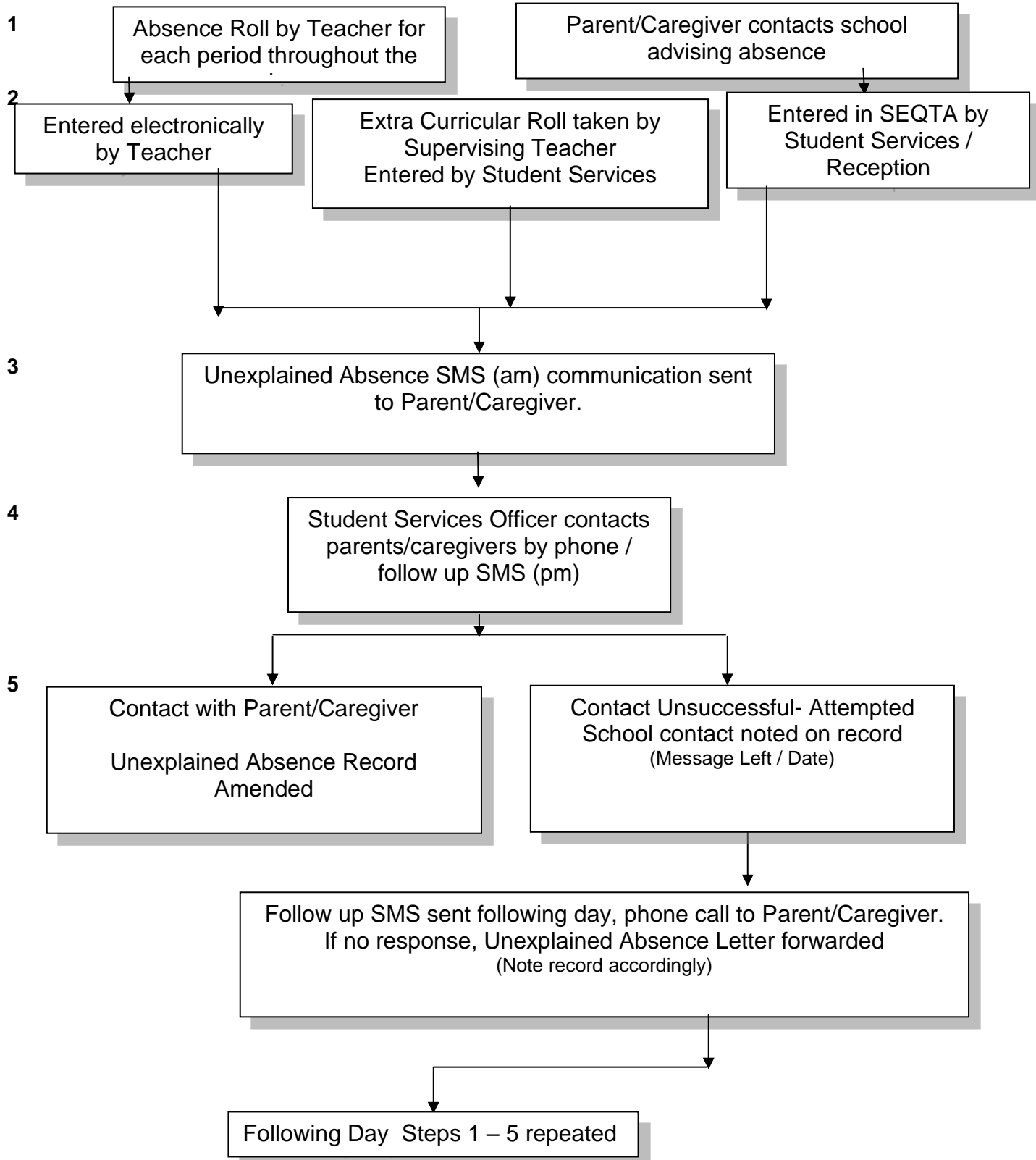
Year	Reviewer
2025	Deputy Principal

Absentee Process – Primary School

Process

1. Roll taken by class teacher, entered electronically
2. Educational Activity/Educational Activity Off Campus Rolls taken by supervising Teacher and to be logged at Student Services
3. Absentees by Roll Group entered by Teacher
4. Extracurricular amendments to Absentee Rolls made by Student Services Officer
5. Parent/Caregiver contacts school to advise absence (via phone, email, SMS, in person or written authority eg signed note, medical certificate)
6. Student Services / Reception staff enters student absence record
7. Late students updated (eg late bus, general lateness)
8. Unexplained student absences action is commenced by Student Services. Whereby PCG and first two periods a student is marked absent, “unresolved student absence” SMS is sent to relevant parent/carer/guardian (am). Teaching staff are emailed where necessary to update/clarify rolls in the event of attendance not being marked or clarification required. Student Services attempts to contact Parent/Caregiver for explanation of absence by phone call and/or follow up “unresolved student absence” SMS sent (pm). Unexplained student absences are attempted to be resolved on the day they occur.
9. SEQTA record noted with attempted contact or record /reason amended as appropriate by Student Services.
10. Unexplained Absence Letter forwarded to Parent/Caregiver following non-response from SMS’s, phone contact
11. Daily Unexplained Absentee Report monitored for student attendance from class throughout the day.

Absentee Process – Primary School Flowchart

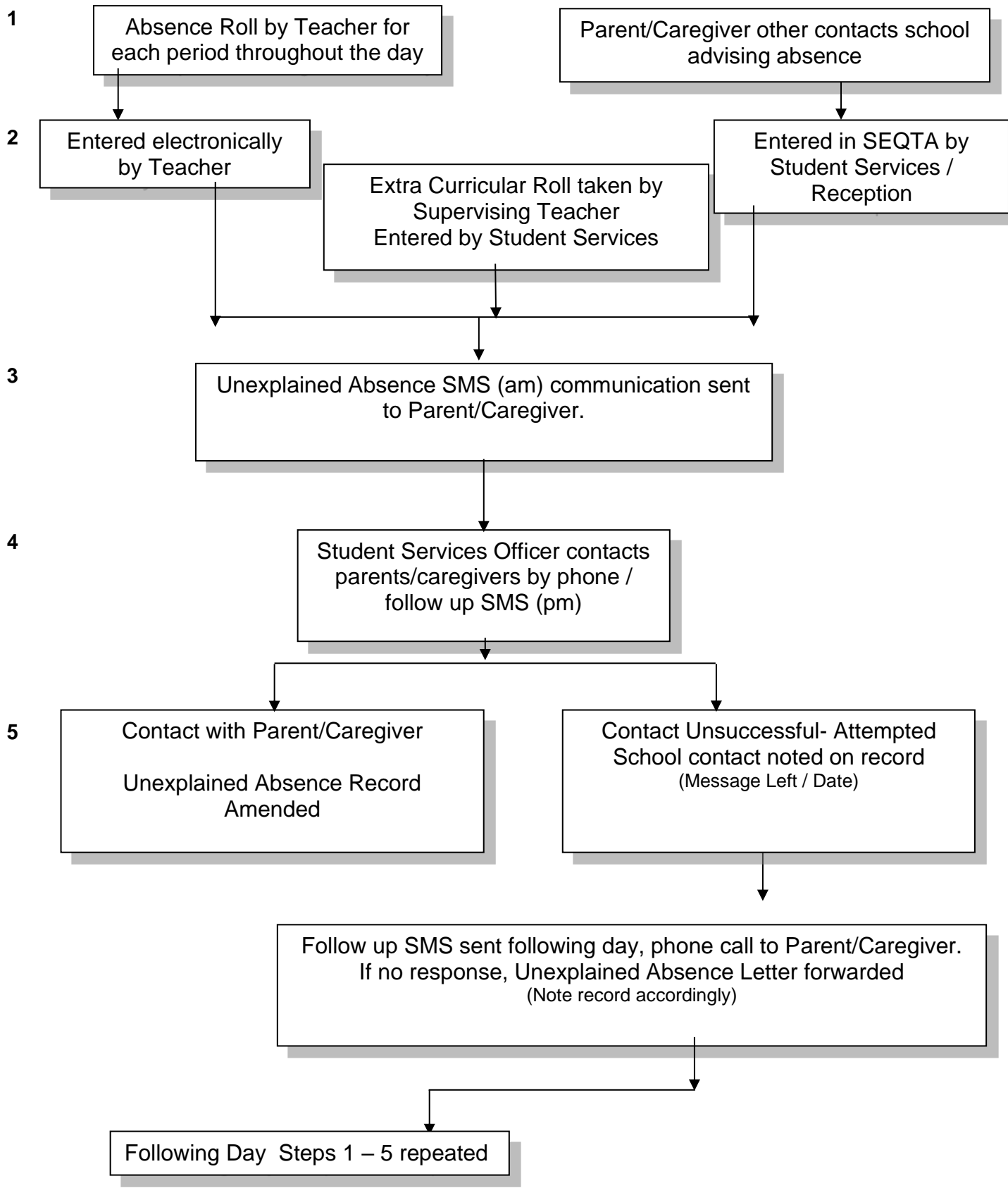


Secondary School – Absentee Process

Process

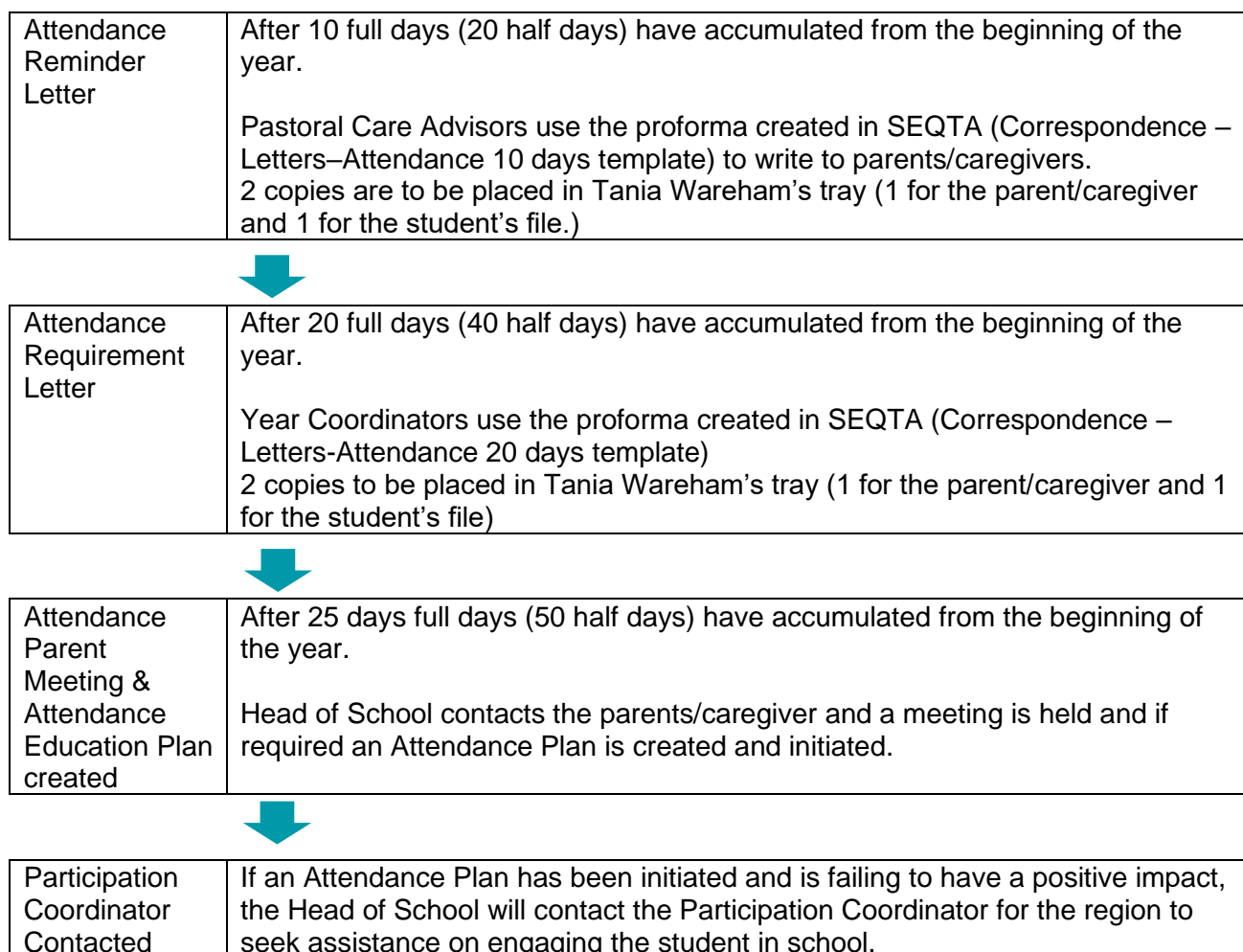
1. Roll taken in PCG and for each subsequent period by class teacher, entered electronically.
2. Educational Activity/Educational Activity Off Campus Rolls taken by supervising Teacher and to be logged at Student Services
3. Absentees by Roll Group entered by Teacher
4. Extracurricular amendments to Absentee Rolls made by Student Services Officer
5. Parent/Caregiver contacts school to advise absence (via phone, email, SMS, in person or written authority eg signed note, medical certificate)
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10. Unexplained Absence Letter forwarded to Parent/Caregiver following non-response from SMS’s, phone contact
11. Daily Unexplained Absentee Report monitored for student absence from class throughout the day

Secondary School – Absentee Process Flowchart



Accumulated Absentee - Flowchart

The following procedure must be followed based on this data



Students with a known medical reason for not attending school

Where we know a student has a known medical reason for not attending school over a prolonged period of time, this should be flagged with the Year Coordinator and Head of School, so we can initiate an Attendance Education Plan. If this is known prior to the student accumulating 10 and 20 full days absence there is no need to send the Attendance Reminder and Attendance Requirement Letter.