



SETON CATHOLIC COLLEGE | every interaction matters

SCHOOL ATTENDANCE GUIDELINES AND PROCEDURES

Marchant Road Samson WA 6163
PO Box 333 Hamilton Hill WA 6963

Phone: (08) 9331 9600
Fax: (08) 9314 8440

Email: admin@seton.wa.edu.au
seton.wa.edu.au

Aim

Seton Catholic College's School Attendance Procedures comply with all government legislation and CEWA's Guidelines within CECWA's Strategic Directions 2019-2023. Attendance is a fundamental human right and mandated by law. We are committed to the education of students in a community of faith. Students are expected to attend school on all days the school is open for instruction. The Principal will ensure the accurate keeping and maintaining of attendance records. Attendance is taken at every lesson and recorded in SEQTA.

Sources of Authority	
CECWA Policy	Community
Executive Directive	Student Safety, Wellbeing & Behaviour

Scope

These procedures apply to all students, staff, and parents at Seton Catholic College.

Procedures for student absence

Parent responsibility

- The student's parent / caregiver / other responsible person (for the purpose of this document referred to as 'guardian') must provide an acceptable explanation for any absence by 8.30am via Ngalla Maya Centre Phone 9331 9650 or email setonabsences@cewa.edu.au
- If a student is going to be absent for an extended period of time (3 or more days) the guardian must email an Extended Absence Application. Extended leave from school is not condoned by the College as it interferes with student learning. Each application, however, will be looked at independently.

School responsibility

- If a student is marked absent in the morning without notification via phone or email, an alert SMS will be sent via SEQTA to the guardian by approximately 10am.
- Accurate student attendance must be recorded at the start of each lesson using SEQTA.
- PCG teachers and House Assistants check attendance weekly of their PCG group. Unexplained absence should be addressed with the student and contact made with the guardian if a satisfactory explanation is not received. If a satisfactory explanation or email is received this must be provided to the Student Services Officer who will update SEQTA.
- Concerning absences and patterns will be followed up by Head of House using Seton Guidelines.

Student unexplained absence in lessons

- Class teachers to note student absence and address with the student. If a satisfactory explanation or email is received this is provided to the Student Services Officer to adjust the SEQTA entry. Any unsatisfactory patterns that emerge should be passed to the Head of Learning Area.

- The Student Services Officer will contact the student's guardian. If a satisfactory response is received, the unexplained absence will be changed to the appropriate SEQTA code. The HOH or HOLA will then receive a message notifying the change to absence.

Leaving College early

- Parent / Guardians must contact the Ngalla Maya Centre before 8.30am via phone, email or signed note. This advice can be provided prior to the day of planned absence (i.e. 24 hours before).
- A note on SEQTA will be entered by the Student Services Officer. Students should present to the Ngalla Maya Centre first and will then be directed to the Mother Seton Centre.
- Guardians are expected to collect their child from Mother Seton Centre and sign out there. If unable to do so themselves, permission for the student to leave unaccompanied must be provided via phone, email or signed note.
- Guardians of unwell or injured students will be contacted by the College to collect students from an alternative place if required.
- **Students are not to contact parents / guardians directly.**

Students leaving class during a lesson

- Students must have a SEQTA note that has been approved before the lesson. Student Services Officer to update SEQTA.
- It should be noted if prior arrangements have not been undertaken by parent / guardian.
- If a student wishes to attend the Ngalla Maya Centre, teachers should question this and not send them automatically. If they are permitted to leave the class, SEQTA must be updated with a 'Short Absence Permit'.
- Teachers are not to send any student to Ngalla Maya Centre for 'timeout'. The Faculty 'buddy system' should be used for this behaviour management process.

Late to school

- If arriving late but before 8.50am students to go directly to PCG and teacher to mark them as late. If the issue continues, PCG teacher to follow up with parents / guardians.
- If arriving after 8.50am, students must sign in at Ngalla Maya Centre and SEQTA updated. If the issue continues, PCG teacher to follow up with guardians.
- If students arrive late to class without an appropriate leave pass or explanation, they are to be directed to Ngalla Maya Centre.

Seton Catholic College Daily Absence Procedures and Guidelines by Term

Level of educational concern	Not at risk Tier 1	Noted at risk Tier 2	Moderate	Severe Tier 3
Number of days absent per term	0-5 days	6 - 10 days	11-25 days	More than 25 days
Student Administration Officer	Maintain accurate and up to date attendance records. Contact parents / guardians for unexplained absences. Send out daily absence SMS. DM students absent from singular lessons. Liaise concerning patterns to HOH.			
Pastoral Care Teacher	Question student regarding absences with no parent contact. Contact parents for initial unexplained absences. Keep accurate records.	Continue to monitor absences. Continue to build positive relationships and provide a calm and supportive environment (The Seton Teacher). Apply student plans.		
Head of House Assistant	Meet with HOH weekly. Check absences weekly. Share with PCG teachers absence data. Touch base with students.	Contact home for unexplained absences. Offer support to the student. Send Nudge email #1 Alert HOH.	Continue to monitor and liaise with Head of House.	
Head of House	Meet with HOH Assistant weekly.	Apply Causes of non- attendance checklist #1 or #2. Contact parents / guardians. Formulate plan.	Send Nudge letter #2. Review assessment and meet with parents / guardians to discuss support plan. Advise Dean of Students.	Continue to monitor and liaise with Dean of Students.
Dean of Students	Meet with HOH to discuss students of concern.		Assist in meetings with parents / guardians.	Meet with parents / guardians to discuss further support.
Deputy of Wellbeing	Meet with Dean of Students to discuss students of concern.			Advise Dean of Students.

Authorised by:	Chris Wallace – Principal
Effective Date:	17 January 2023
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