

# St Patrick's School Katanning

## Attendance Policy



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

### AIMS & BELIEFS

St. Patrick's School is committed to educating students in a community of faith. The educational endeavour is to foster children's development as an expression of God's grace. Every child is held in God's infinite tenderness and He is present in each of their lives. The Bishops' Mandate states: *The Catholic schools' concept of education should be the development of (students) from within, freeing them from that conditioning which would prevent them from becoming fully integrated human beings. The school must begin from the principle that its educational program is intentionally directed to the growth of the whole person.*

Education is recognised as a fundamental human right and an important building block in the development of children and society (United Nations, 1948). Those who do well in the early and elementary stages of education tend to do better in subsequent stages and develop the critical skills and abilities needed to become productive and responsible adults (Keating & Hertzman, 1999; Zubrick et al., 2006). Attendance is not only a fundamental human right; it is also mandated by law.

Key documents that guide attendance are:

- Bishops' Mandate for Catholic Education
  - School Education Act, 1999 • School Education Regulations, 2000
  - Guide to Registration Standards and other Requirements for Non-Government Schools (2018)
- This legislation applies to the operation of public (government), private (non-government) schools and to families choosing to register as their child's home educator.

School attendance:

- is strongly related to increased academic development
- provides students with opportunities to develop social competence and relationships, be in a language-rich environment, work with others, and learn skills like problem-solving and persistence (Kearney & Graczyk, 2014)

School non-attendance:

- negatively impacts students' academic achievement in the current year but can also impact subsequent years
- is linked to increased social isolation for the student
- has a greater negative impact on young people's outcomes when it is an unauthorised absence (Hancock, Shepherd, Lawrence, & Zubrick, 2013)
- is correlated with leaving school with fewer qualifications which in turn can lead to unemployment, mental health issues, drug and alcohol problems and poor life outcomes

## RESPONSIBILITIES OF FAMILIES

- Ensure that your child attends school every day that he/she is well enough to do so.
- Make every effort to avoid scheduling appointments, family holidays and activities on school days.
- Actively work with the staff of the school to support students who show reluctance to attend school.
- Notify the school by 9.15am if your child is going to be absent.
- Notify the school, in writing, of the reason for your child's absence, within 24 hours of the absence occurring.
- Provide the school with a doctor's certificate for any absence of 48 hours or longer.
- Families should not expect staff to provide learning activities for students not attending school.

## RESPONSIBILITIES OF TEACHERS

- Record attendance twice per day, using the appropriate platform, by 9.30am and 1.45pm.
- Keep records of explanations for absences provided by parents/carers.
- Inform the principal in a timely manner should they have concerns over a child's non-attendance.
- Support families and the principal in implementing strategies to support those students who show a reluctance to attend.

## RESPONSIBILITIES OF ADMINISTRATION OFFICERS

- Check all classes have entered their absentees by 9.30am
- Enter absentees for classes that have relief.
- Record students that signed in late via the office.
- Process and send out SMS to parents of students with unexplained absences by 9.45am
- Record students leaving during the day via the office.
- Print off letters to parents for unexplained absences for the previous week every Monday.

## RESPONSIBILITIES OF PRINCIPAL

- Promote the benefits and importance of good attendance, through such platforms as the school newsletter, parent information nights etc.
- Support families and teachers in implementing strategies to support those students who show a reluctance to attend.
- Induct and train staff in their responsibilities regarding student attendance.
- Carry out an official attendance review at the mid-point and end of each school term.
- For students identified, through an attendance review, as being a concern, follow the process outlined in the official CEWA guidelines for restoring attendance. Actions could include, but are not limited to:
  - Letters sent home re attendance concerns
  - Meetings called with parents/carers re attendance concerns
  - Attendance incentive plans put in place
  - Relevant authorities informed of the child's poor attendance

Authorised by	Brett Wilkie	Signature:	
		Date:	01/09/2022
Effective Date:	01/01/2023	Next Review:	2025

