



Attendance Record Procedure

Ratified by Council	
Date	
Name	
Signature	

Provenance	To be Revised (Date)	
	Relates to Standard	8. Enrolment And Attendance Procedures
	Related Documents	<ul style="list-style-type: none"> • Attendance Roll • Enrolment Register • Transfer Note
	Links with	<ul style="list-style-type: none"> • AISWA • Dept of Education •
	Appendix	<ul style="list-style-type: none"> •

Overview

West Coast Steiner School records the enrolment and cessation of enrolment of every student.

The School Education Act 1999 and School Education Regulations 2000 require that the School Principal is to ensure that attendance records are kept recording for each day 'whether a student attended, or participated in an educational program; or failed to attend and participate'.

West Coast Steiner School consistently adheres to the best practice of marking the attendance rolls twice daily.

The School Education Act 1999 and School Regulations 2000 also require a Principal to ensure that an enrolment register is kept showing the name, date of birth and date of enrolment of the student; as well as the date on which enrolment ceases.

Section 21 of the School Education Act 1999 gives the Principal authority to remove a student's name from the school's attendance records when there are reasonable grounds to believe that the student is enrolled in another school, enrolled in home schooling, is no longer resident in the state or has been granted an exemption under S11. When a student leaves a school, a transfer note is not received and their whereabouts are unknown, the student is considered to be 'missing'.

Under the Student Tracking System (STS), a cross-sectorial initiative involving public and private schools, 'missing' students must be reported to the Department of Education (DoE) Attendance Officer in the Regional Office who will advise whether or not the student needs to be referred to the STS Officer in DoE. The STS Officer will authorise the removal of the student's name from the school's attendance records and recording on the Enrolment Register that the enrolment has ceased.

Policy

The Enrolment Office/West Coast Steiner School is responsible for:

- The accurate recording and rigorous monitoring of the attendance of all students;
- Identifying students with attendance issues;
- The accurate recording of all students transferring to or from West Coast Steiner School;
- Reporting through the School Administration any students who are deemed or suspected as being 'missing' to the Department of Education.

The Class Teachers are responsible for:

- Recording student attendance in the morning and afternoon;
- Identifying students with attendance issues, by means of a noticed pattern of either non-attendance with or without an explanation, non-attendance that is authorised or non-authorised or habitual lateness;
- Informing the School Administrator of such information for an appropriate follow up;
- Ensuring all written forms of explanation notes are provided to Administration Staff to be checked at the end of each term;
- Advising the administration staff when a student has been absent for 2 consecutive days without prior arrangement or explanation.

The Administration Staff are responsible for:

- Providing each class with an up to date class register/roll for the teachers to complete with the appropriate information
- Student and Parent contact details
- Issuing students with Late Notes;
- Entering paper and electronically filed copies of explanation notes, into the students file and into the School Database;
- Contacting parents either by telephone or email, when a student has been absent for 2 consecutive days without prior arrangement or explanation;
- Keeping detailed records of all contacts or attempts at contact and the explanation given for the absence;
- Cross checking written notes received from the class teacher against the information recorded in School database.

The Enrolments Officer is responsible for:

- Ensuring that new Student Enrolment and Registration forms have been completed in full and includes details of the student's previous school prior to a student commencing at WCSS;
- A Student Transfer Note is sent to the previous school clearly stating the student details and date of commencement at West Coast Steiner School;
- Withdrawals - Ensure that a withdrawal form has been completed in full and includes the expected cessation date and details for the withdrawal and a transfer note is sent to the new school

Recording Attendance

The School Education Act 1999 and School Education Regulations 2000 require a Principal to ensure that attendance records are kept showing for each day 'whether a student attended, or participated in an educational program; or failed to so attend and participate'.

West Coast Steiner School consistently and accurately records student attendance in both paper and electronically

Class registers are marked off twice daily and the information is then recorded electronically in the School Management Database.

- A continuous absence not less than two (2) full hours' secular instruction is to be recorded as a half days attendance;
 - A student arriving after 8.30am or 1.25pm will be deemed as late and must present to the Administration Office to be marked accordingly, with a late note issued to the student and to be handed to the class teacher before entering class;
 - If a student leaves before the end of the usual school hours, parents are required to sign the student out and state the reason, which is then recorded in the School database;
 - Students who participate in a school approved and off campus excursion or education activity are not to be marked absent;
 - Students who are on suspension and are excluded from attending school will be marked as absent during the period of suspension.
- a. Attendance records such as attendance registers and class rolls must be kept for a period of seven (7) years. *Please refer to the Manual for Records Management: School, College and Campus Records.*
 - b. Absentee notes that are separate from the students' records are to be kept for a period of two (2) years from the date of receipt and destroyed appropriately.
 - c. For Absentee notes that are included on a students' file, the note must be kept for a period of twenty five (25) years from the date of birth. *Please refer to the Manual for Records Management: School, College and Campus Records.*

Monitoring of Attendance

The monitoring of attendance is an ongoing process, ensuring consistent and effective identification and required actioning.

Class Teachers and Administration Staff are required to monitor attendance and seek additional clarification from the School Administrator whenever necessary.

- When a student has been absent for more than two (2) consecutive days, without an explanation, Administration will follow up with the parents/care-givers for an explanation. This can be done informally verbally or by email communication, with the information duly noted in the school database and communicated to the Class Teacher;

- Administration are to record all students who arrive late or depart early from school, with or without an explanation. Students can be signed in and out of school, by means of the Student Sign In/Out Register kept in the Administration Office;
 - If the absence is for a legitimate reason, no further action will be taken unless the frequency and/or number of absences give the school cause for concern. Class Teachers and Administration may seek further advice from the School,Administrator;
 - If it is established that there are no legitimate reasons for the absence, Class teachers and Administration are to seek further advice from the School Administrator;
 - If a student displays a pattern of lateness or early departure, Administration must inform the Class Teacher and School Administrator;
 - Administration should informally contact the parents'/care-givers and determine if there any issues happening within the household resulting in the absences;
 - A Case Conference between the Parents'/care-givers, Class Teacher and the School Administrator may be called to discuss and investigate the attendance issues, and implement intervention strategies to improve attendance;
 - If there are no improvements in the student's attendance, the School Administrator will refer the student to the School Attendance Officer at the Behaviour and Wellbeing Branch within the Department of Education for further assistance.
- a. ***Note: There is no requirement under the School Education Act 1999, for the reason to be provided in writing, therefore details provided by parents'/care-giver pertaining to an absence verbally; either in person or over the telephone is to be recorded in a written form by the School;***
 - b. Administration must record all contact or attempts to make contact with the students' parents/care-givers;
 - c. Administration must confirm that contact information held on file is current and correct;
 - d. Absentee notes should contain the explanation and should be signed and dated.

Removing Students from Attendance Records

If a student has been identified as being a regular or chronic non-attender, and the implemented intervention strategies have not been successful, the student is to be referred to the district based School Attendance Officer and/or School Attendance Panel.

- The School Administrator must complete the appropriate form and forward this and any supporting documentation, including evidence of all reasonable and repeated efforts to establish contact and restore the student's attendance to the School Attendance Officer at the district office;
- West Coast Steiner School will work collaboratively and transparently with the School Attendance Officer and other stakeholders to restore the student's re-engagement and attendance;
- West Coast Steiner School will continue to monitor and reassess the student;
- West Coast Steiner School will comply with any requests from the School Attendance Officer and District office to provide information on attendance.

Non-government schools can find ***Improving Attendance: A Resource Package for Schools*** a useful guide to assist in developing strategies to improve attendance at:

<http://www.det.wa.edu.au/studentsupport/behaviourandwellbeing/detcms/navigation/behaviour/student-attendance/?page=4&tab=Main#toc4>

Additional advice and assistance in the case-management of students with attendance issues may be provided by the Department of Education, further information can be found at:

<http://www.det.wa.edu.au/education/schoolinfo/docs/Alpha%20Schools%20List%20-%20DO-Resource%20Page.pdf> –

Children Whose Whereabouts are Unknown

If it has been established that an enrolled student fails to attend school and all attempts to locate the student have failed, after fifteen (15) consecutive school days and the school has not received advice that the student has been enrolled at another school, the School Administrator is to refer to the “Children Whose Whereabouts are Unknown” list, available from the School Attendance Officer.

- The School Administrator is required to regularly review the “Children Whose Whereabouts are Unknown” list and provide any information on students who are known on the list to the School Attendance Officer.

Removing Students from Attendance Registers

West Coast Steiner School recognises that students may change schools throughout their educational years and must accurately record a student’s name, date of birth and date of enrolment as well as the date on which enrolment ceases.

- For newly enrolled students at West Coast Steiner School and for student’s transferring from West Coast Steiner School, the Enrolment Officer will send a “Student Transfer Note” to student’s previous school or to the student’s new school, clearly stating the start date and finish date.
 - a. Section 21 of the School Education Act 1999 gives the School Administrator the authority to remove a student’s name from the school’s attendance records when there are reasonable grounds to believe that the student is enrolled in another school, enrolled in home schooling, is no longer resident in the state or has been granted an exemption under Section 11;
 - b. When a student leaves a school, a transfer note is not received and their whereabouts are unknown, the student is considered to be ‘missing’;
 - c. ‘Missing’ students must be reported to the Department of Education.

Further information is available from:

<http://www.det.wa.edu.au/studentsupport/behaviourandwellbeing/detcms/navigation/behaviour/student-attendance/?oid=Category-id-6681612#toc1>