



STUDENT ATTENDANCE PROCEDURE

Originally released: 2015

Reviewed: 2016, 2017, 2019, 2021, 2022, 2023, 2024, 2025

Review : 2026

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

RATIONALE

All students are expected to attend school unless they have significant reasons for being absent.

All students need to arrive at an appropriate time in order to prepare themselves properly for the work they have to do during the day.

The College's duty of care for students is paramount with regards to attendance.

RESPONSIBILITY

PARENTAL RESPONSIBILITY

Parents are expected to plan to have their children arrive at the College by 8:25 am. Where an absence is known in advance, it is the responsibility of the parent/guardian to notify the College prior to the absence. If the absence is to be for an extended period of time (more than 4 days) the Principal must be informed.

Methods for notification are as follows:

- Email to studentadmin@bccwa.wa.edu.au
- Text message to 0481 883 566

COLLEGE RESPONSIBILITY

Student attendance is carefully monitored through a variety of measures. When a student is recorded as absent during Homeroom, Period 1 and Period 2, an SMS is sent to parents/guardians by the front office to verify that the absence is genuine. Staff members are also required to notify the office of any unexplained variations to student attendance occur during the day. This includes notifying the office if a student is present, but is indicated as a notified absence on the class roll. Such absences are also followed up by the front office.

It is the responsibility of the College to indicate the number of days absent on every student's report for both Semester 1 and Semester 2. This information is also provided to the Department of Education Services (DES).

ABSENCES

ABSENCES DURING THE COLLEGE DAY

Parents are required to notify the College (as above), if a student does not attend school by 9.00am on the day of absence. This is to be followed up by the provision of a medical certificate, if the absence is more than 2 consecutive days.

Students are not permitted to leave the College grounds, unless accompanied by a parent/guardian. If a student is required to leave the College unaccompanied, (e.g. catch a bus or drive themselves) a call by the front office, or the Deputy Principal, is made to the parent to verify if not already notified by the parent.

ABSENCE DUE TO FAMILY HOLIDAYS OR UNAPPROVED EXTENDED STUDENT LEAVE

Parents taking a student out of school for any extended period, should be aware that Western Australian law stipulates that all school-aged children must attend school every day and that holidays during term time are not acceptable (refer www.education.was.edu.au/absent-from-school).

In the event that circumstances arise where a student has to be absent for a family holiday or an extended period of non-essential travel a detailed letter must be sent to the Principal at 10 school days prior to this absence.

The Principal will respond in writing to all written communication received from families regarding their application.

ABSENCE FROM AN ASSESSMENT TASK OR TEST

Students who miss a test or who are absent on the day an assessment task is due, must inform the College (as required for all absences) on the morning of the test. They must also provide written notification from a parent, or a Medical Certificate, to the Homeroom Teacher and the Subject Teacher, on the day they return to the College, stating a valid reason for the absence. The Subject Teacher, in conjunction with the Head of Learning Area, is to apply the College assessment plan.

ABSENCE FROM EXAMINATIONS

To ensure fairness to all, students are expected to attend examinations as scheduled. If a student is sick, a Medical Certificate will be required, and the assessment plan will be applied by the relevant Head of Learning Area. This is in accordance with WACE guidelines and procedures.

Students who miss an examination through a documented, valid reason, will not be given a mark, to ensure their result is not compromised. They may use the examination for practice, at a later date, as arranged with the Subject Teacher and /or Head of Learning Area.

Parents are notified of examination week dates on the College Calendar, on SEQTA and in the College Newsletter. Participation in family holidays during these times is not an acceptable reason for missing an examination.

LATE ARRIVAL

Students should arrive at Homeroom by 8:25 am. Students who arrive after 8:30 am should report to the Administration Office – Student Services and sign in; they are recorded as being 'Late to School'. They will receive a late slip which they must then give to their classroom teacher on arrival to class.

All students are required to bring a note to explain any absences or late arrivals. Alternatively, parents or guardians can use the above noted methods to advise of the late arrival.

Students who arrive late on a regular basis, without a satisfactory explanation, will be referred to their Head of Year.

EARLY DEPARTURE

When a student is to be collected from the College during the school day, parents/guardians are to write a note which the student will present to the teacher at the start of the lesson. The student must meet their parent/guardian at the Administration Office-Student Services where they will be signed out under the supervision of the Student Receptionist.

In the event that a student needs to leave school with someone other than their parent/guardian, permission must be given to the College by prior to the student leaving campus. The College will make contact with a parent/guardian if no prior authority has been given.

STRATEGIES TO IMPROVE ATTENDANCE

Strategies implemented at Bunbury Catholic College not only endeavour to prevent attendance issues or problems, but also provide support for students who have difficulty with regular attendance.

1. The College has implemented whole-school classroom management strategies to promote learning programs which enable effective teaching and learning. This takes into account the skills and abilities of each student.
2. Teachers and staff endeavour to be welcoming to students and are genuinely interested in their well-being.
3. Parents are made aware of their obligations relating to student attendance, in a timely manner.
4. The College has a Choose Peer Respect Guide, which assists students in understanding their rights and responsibilities. Students are encouraged to report any instances where they feel unsafe or experiences bullying. Appropriate strategies to deal with these situations are applied, on an individual basis.
5. In order to identify attendance concerns, effective monitoring systems and processes are implemented. The recording of period by period attendance allows teachers instant data as to student absences. Homeroom Teachers notify Heads of Year, should a student's attendance drop. Attendance data is also accessed weekly by Heads of Year to determine patterns.
6. The Pastoral Care Team monitors attendance issues and develops strategies and intervention plans, as needed.

7. When attendance issues begin to surface, contact is made with the family by the Homeroom Teacher, then the Head of Year or College Counsellor, as needed.
8. Interviews with the family to discuss student attendance focus on finding positive solutions, emphasising the family's capacity to impact upon a change in attendance patterns.
9. The College may establish a key contact at school, such as the Head of Year or College Counsellor, for family members to work with.
10. The College may provide a Staff Mentor, when appropriate, to assist with the improvement of attendance.
11. The College Counsellor may make home visits when students are absent for extended periods.
12. Parents and students are advised that the College may need to report prolonged or regular absence to Department of Education Services (DES).
13. The College works with Hospital services for those students who have extended absences due to illness. Students are able to access programs/work through CONEQT. In some cases, a transition back to school program is implemented.
14. It is recognised that attendance improves when the student is motivated to come to school because he/she has a recognised outcome or goal. Discuss this with your child, if he or she is reluctant to attend the College.
15. The College identifies students who wish to pursue an apprenticeship or want to leave school for opportunities in the workforce. With these students, the College offers career assistance/ guidance. The VET Coordinator provides opportunities to pursue work experience, which often leads to continued employment and/or an apprenticeship.
16. The College recognises that the partnership between parents, students and staff is paramount to the effective implementation of any strategies that aim to improve student engagement and attendance.

Version	Date	Review Date	Revision Notes
1.0	2015	2016	First Release
2.0	2016	2017	Second Release
3.0	2017	2018	Third Release
4.0	2019	2020	Fourth Release
5.0	2021	2022	Fifth Release
6.0	2022	2023	Sixth Release
7.0	2023	2024	Seventh Release
8.0	2024	2025	Eight Release
9.0	2025	2026	Nineth Release