



ATTENDANCE PROCEDURES

Step 1

- Teachers complete Attendance Roll in SEQTA at 9:00am and 1:00pm each day.
- A Student Sign In/Sign Out Register is situated in the Office for students who are late or absent for periods of time over the course of the school day.

Step 2

- A daily SMS is sent out through SEQTA by the Administration Officer for all unexplained absences.

Step 3

- A phone call is made by the Administration Officer when a student is absent for two consecutive days and an explanation has not been provided. Where applicable, pastoral care support is offered.
- A pastoral care note is entered into SEQTA by the Administration Officer, outlining the details of the phone call.

Step 4

- A phone call is made by the Assistant Principal/Principal each Friday when a student is absent for four/five consecutive days of that week and an explanation has not been provided. Where applicable, pastoral care support is offered.
- A pastoral care note is entered into SEQTA by the Assistant Principal/Principal, outlining the details of the phone call.

Step 5

- The Attendance Officer at the Midwest Department of Education is contacted by the Principal on a Friday when a student is absent for two weeks and an explanation has not been provided. Where applicable, pastoral care support is outlined.
- A pastoral care note is entered into SEQTA by the Principal, outlining the details of the contact.

Step 6

- Child Protection and Family Support is contacted by the Principal when a student is absent for three weeks and an explanation has not been provided. Where applicable, pastoral care support is outlined.
- A pastoral care note is entered into SEQTA by the Principal, outlining the details of the contact.

As required, St John's School will liaise with the CEWA Psychologist and any other relevant agencies for ongoing support. Additionally, Attendance Plans will be devised in collaboration with all major stakeholders to support the student upon return after an extended period of absence.

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