



Attendance Recording Process 2024

The *Student Attendance in Public Schools Policy* sets out the procedures for recording and tracking of student attendance on which the KSESC attendance process is based. Schools are responsible for checking attendance data for each period of the school day. The *Student Attendance in Public Schools Policy* can be found here: [DOEWA attendance Policy](#)

Teachers are responsible for ensuring that class attendance has been recorded correctly onto SIS each morning. Support Staff may, under the direction of the teacher, record the attendance data onto SIS.

The following procedures are in place to record student absence information:

- Students should be in homeroom classes between 8.45am and 8.55am each school day. Staff will call the roll and enter the attendance correctly into SIS before 9.00am each school day
- Any late arrivals (after 9.00am) will arrive at school through Administration and will be recorded in SIS by the School Officer
- The correct codes must be used when entering data. NOTE: all students will show as 'present' on SIS unless amended by staff. The code for a student who is present is '/'
- If a student has been suspended, this will be entered by Administration and the code will appear as 'Z'. Please do not change this code.
- Other attendance codes that staff should be using are:
 - L – Late
 - R - Reasonable Cause
 - C - Cultural Absence
 - N - Notified as Sick
 - U - Absence – cause not yet established
 - X - Unacceptable Reason

Please do not use any other codes.

- If unsure of why a student is absent, please use 'U'
- If a code has been altered by Administration during the day, please do not change it again. The Principal, or delegate, may change codes depending on information received during the school day
- Staff are only to allow a student to enter class late if they have first reported to Administration and been issued with a late pass via the Administration iPad

- Where a student leaves school grounds to attend an off-site educational activity Administration will enter the attendance data as above. Student will sign out using the Administration iPad
- If a student has to leave school before the scheduled close, and after already being recorded as present, they must report to Administration before leaving site. Students will only be allowed to leave site if permission has been given from parent/carer
- Parents/carers are required to inform the school if their child will be absent from class. This can be done in person, in written form (note or letter), by telephone, email or SMS.
- Where correspondence relating to attendance/absence occurs between the teacher and parent/carer the teacher will:
 - Forward all hardcopy correspondence (notes, emails etc) to Administration
 - Forward all electronic communications via email (including attachments) to Administration
 - Where a parent/carer might send a communication via SMS, the teacher will take a screenshot and forward it via email to Administration
- The Principal may request confirmation in the form of a medical certificate for ongoing student absences due to illness or medical conditions
- Frequent unexplained absences will be followed up by Administration in line with the DoEWA Attendance Policy and guidelines.