



Divine Mercy College  
326 Yangebup Road Yangebup WA 6164

Reg. Standard	Enrolment and Attendance
	8.2
Version	5
Written	2025
Next Review Date	2027

# ATTENDANCE POLICY AND PROCEDURE

## Policy Statement

Divine Mercy College is dedicated to supporting student success through regular attendance, which is essential for academic achievement and social development. This policy outlines the College's expectations for consistent attendance, emphasizing that students should attend all scheduled classes and actively participate in their learning. Parents and guardians are responsible for ensuring their children attend school regularly and must notify the College promptly if their child is absent. The College will monitor attendance closely, communicate with families as needed, and provide support to address any barriers to regular attendance, fostering a culture of commitment to education and community responsibility.

## Scope

This policy applies to all enrolled students, parents/ guardians, and school staff.

## Related Policy

- Enrolment Policy
- Emergency and Critical Incident Management Plan
- Work Health and Safety Policy
- Child Safe Policy
- Risk Management Policy

## Daily Routine

All School teaching staff are to sign in at the office by 8.00am in preparation for the commencement of the School day at 8.15am. Some staff is rostered on duty during this time to supervise students arriving from 8.00am.

The School day ends at 2.45pm with staff able to sign out at the office after 3:30pm.

Please note that there is no formal supervision of the School grounds before 7.30am and after 3.15pm. Furthermore, parents are requested not to drop the children off at the School before 7:30am and to collect them sharply at the end of the day, but by no later than 3.15pm.

## Attendance Marking

For Kindy to Year 10

Rolls must be marked twice a day through XUNO Management system:

- AM rolls by 8:30am During Homeroom Time
- PM rolls after lunch break by 1:30pm

For Year 11 and 12

Rolls must be marked in each class, including homeroom, through the XUNO Management system.

Rolls will be checked by the DMC admin office by 9:15 AM each day. Parents will receive an SMS notification for any absences. Homeroom teachers will follow up on any unexplained absences by contacting the student's parents or guardians. Past unexplained absences are indicated by a red "Unexplained Absence Alert" icon on class rolls in both the teachers' and parents' portals. Parents or guardians are responsible for entering the absence response through their portal, and the homeroom teacher will then change the absence category from "Unexplained" to "Approved Absence." If class teachers receive a written explanation of the absence from the student's parents or guardians, they must update the absence category in the XUNO management system and enter the relevant details.

If teachers' rolls are not marked, they will receive a reminder email. If rolls are frequently not marked, this information will be passed on to the School Principal.

If a student is consistently absent, the homeroom teacher will set an alert on the XUNO system to ensure further follow-up and intervention as needed.

### **Student Absence**

Should a child be absent from school for any reason, the parents should contact the School by telephone before 9.00am on the day of the absence and then follow up the absence with a written note upon the student's return to school. This note MUST be returned directly to the homeroom teacher. Homeroom teachers check the attendance between 8.35 and 8.45 and recorded in the Database (XUNO) by 9.15am and again in period 6 (before 1.45pm). The school office will contact the family concerned before 10.00 about the unexplained absence.

If a child is absent for more than two consecutive days, the Homeroom Teacher will contact the parent by telephone or e-mail to determine the cause of the absence. Extended absences or multiple absences over a period of time will be reported to the relevant Coordinator who will write to the parents seeking an explanation.

Any teacher who does not complete student attendance will be in breach of the Code of Conduct.

### **Truancy (Wagging)**

Definition: refers to any absence from school or scheduled classes without a valid excuse. This includes:

- Leaving school grounds during school hours without permission.
- Skipping classes while on campus.
- Persistent late arrivals without justification.

For recurring or prolonged truancy, the school will implement staged interventions, which may include meetings with parents, referrals to support services, or other appropriate measures to improve attendance. (See Behaviour Management Policy)

### **Student Illness During the School Day**

If a child feels ill during school time the teacher will send him or her to Administration for assessment.

If necessary the School administration will contact the parents and arrange for the child to be sent home.

If a child is injured during school time the same arrangements will apply. The School reserves the right to seek immediate medical treatment for an injured child if the parents cannot be contacted.

### **Student Absences for holidays during term time**

As students are required to attend school by law (Education Act 1999) the School asks that families make travelling arrangements during holiday periods to avoid any disruption to the learning and homework routines of their children.

All parental requests for extended leave for their child/children during the school term for any reason whatsoever must be made in writing to the Principal at least one month (30 days) before the requested leave time.

It is not a requirement of the School to provide extra work or catch up work when holidays are taken. However, where possible the students are encouraged to approach their teachers for advice regarding keeping up with their classes prior to the commencement of your vacation.

For extended absences with the Principal approval of more than two weeks in duration, it is essential that home tuition is provided whilst travelling and that formal extra-curricular tuition is provided upon return to enable the students to catch up. It is important to note that the School cannot be held accountable if the children fall behind.

The Principal has the authority to approve or disapprove the requested leave depending upon circumstance, age of the child and the effect that the leave may have on the child's educational attainment. For example, Year 12 students will not be granted leave for any reason other than genuine illness if the leave is requested during an examination period.

### **Student leaving the school grounds during school hours**

Students are not allowed to leave the School premises during the school day unless they have parental permission. If the school believes the reason for the student leaving the grounds is inadequate or is not satisfied that the student will be safe, permission will be refused.

If a parent needs to collect a student during school hours, they will need to be signed out through the Administration Office, with the sign out note going to the homeroom teacher so the register can be altered as needed.

**Late Arrivals:** a student is considered to have arrived late any time after the 8:30am bell. All students arriving late must be signed in at the DMC Admin office through XUNO sign in/ out kiosk. If homeroom teachers observe a student has made a habit of arriving late or is late for three consecutive days, they will contact the student's parents/ guardians as per the policy for absentee students in this document.

**Early Departures:** a student is considered to be leaving early any time before 2:45pm. As with late arrivals, all students leaving early must be signed out at the DMC Admin office through XUNO management system by themselves (Year 11 and 12 students only) and by parents/ guardians (Kindy to Year 10 students).

## **Student Regular Absences**

If a student is absent their parents are required to provide a written reason for the absences. If there is continued absences then the following process should be followed;

- Homeroom teachers are required to obtain written reasons for all absentees
- If a child is absent for 2 consecutive days without contact from the parent then class or homeroom teacher should contact the parent as soon as possible
- If the attendance rate of a student falls below 90% the class / homeroom teacher is required to organize a meeting with the parent to increase student attendance. The school is required to work with the parent to increase attendance, the homeroom teacher may put in place a re-engagement agreement at this meeting.
- If attendance continues/deteriorates and/or drops below 80% the Department of Education will be notified, this may result in the Government withdrawing funding for your child. If this occurs parents will be expected to pay the funding amount, which can be up to \$11000. The student's homeroom teacher will also implement a re-engagement agreement between the school, parent and student which will outline strategies to ensure student attends school. If this agreement fails to increase student attendance then the Principal may withdraw the student from the school and cancel the enrolment.

**NOTE:** if the student attendance is consistently poor and drops below 80% then this may affect their WACE achievement, as each course has a minimum hours to ensure volume of learning is met.

It is the class / homeroom teacher's responsibility to ensure all paperwork is kept as evidence including;

- Letters from school and principal, including any plans developed and a summary of interventions attempted
- Summary of contact and interventions
- Letter to parent from principal\ homeroom teacher requesting a formal meeting with the parent
- Record of outcome of formal meeting, including any plans or Re-engagement Agreement developed
- Letter to parent Principal informing of the school's intent to cancel student enrolment.

If a student fails to attend school at any time during the first 2 weeks of the school year without explanation from the parent, enrolment will automatically be cancelled.

Students who are late to school must sign in (or parent in the case of children in the Primary School) at the office if they arrive after 8.30am and take the late note to the class/homeroom teacher.

NOTE: it is the responsibility of the school's administration to keep all documentation regarding the above for 7 years.

## **Present Categories**

Students who are:

- In Class will be marked "Present"
- Participating in activities (excursion, camps, work experiences etc.) will be marked "Present".
- Home Learning due to COVID-19 lockdown will be marked "Present – Home Learning".

## **Absent Categories**

Students who are not in class, and notification has not been received from parents/ Guardians, will be marked "absent – Unexplained". Students who are not in class and notification has been received from parents/ guardians advising the student is unwell, will be marked "Approval Absent – Illness". Other absence reasons will be marked accordingly e.g. "Appointment", "Personal/ Family".

When marking the roll, if teachers have received written information from parents/ guardians regarding a student's absence from school, they should enter the details in XUNO management system.

Parents/ Guardian can also enter the absence reasons through XUNO parents portal.

Homeroom teachers should enter any information regarding future planned absences of students by entering a Notified Absence into XUNO management system.

## **Students Whose Whereabouts Are Unknown**

When a student is absent without a transfer note or parental explanation and cannot be located, they are considered a missing student under the Students Whose Whereabouts Are Unknown (SWU) Guidelines and Procedures (D18/0437049). This section outlines procedures to locate such students, report to the Department of Education's Student Tracking Coordinator (STC), and manage the enrolment register, per Section 21 of the School Education Act 1999 and Standard 7, Category 3 of the Western Australia NonGovernment School Registration Standards.

### **Identifying Missing Students**

1. Administrative Staff monitor attendance daily via XUNO. Absences without explanation for three consecutive school days trigger immediate action.
2. Attempt to contact parents/guardians via phone, email, or written communication (excluding social media).
3. If contact is unsuccessful, consult emergency contacts, relatives, or peers at the College.
4. Engage interagency resources, such as the Department of Communities: Child Protection and Family Support, if involved.
5. Retain the student on the current enrolment register until STC confirmation to move to the former roll.

### **Reporting a Missing Student**

1. Within 15 school days of the last date of attendance, complete the SWU Request Form with:
  - School name (Divine Mercy College) and code (1405).
  - Student's surname, first name, date of birth, gender, year level, and School Curriculum and Standards Authority ID (if applicable).
  - Aboriginal or Torres Strait Islander status. • Date of enrolment and last date of attendance.
  - Parent/guardian name, address, and contact number.
  - Attempts made to locate the student (e.g., phone calls, home visit).
  - Safety and well-being concerns (e.g., child protection, mental health).
  - Principal's approval and name.
  - School email for confirmation.
2. Email the form to [Student.Tracking@education.wa.edu.au](mailto:Student.Tracking@education.wa.edu.au) or contact the STC at (08) 9402 6449 for guidance.
3. If the incident requires police or emergency services response, report to the Director General within 48 hours via the Critical and Emergency Critical Report Form at [NGSRegulation.Criticalincidents@education.wa.edu.au](mailto:NGSRegulation.Criticalincidents@education.wa.edu.au), per Standard 7, Category 3.

### **New School Location Advice**

1. Upon receiving a New School Location Advice email from the STC, update the student's record in XUNO and move them to the former roll as of their last date of attendance.
2. Contact the new school to provide student records to support educational planning.

### **Notice of Transfer**

1. Upon enrolling a new student, notify the former schools principal within five school days via a transfer note, per Regulation 11 of the School Education Regulations 2000.
2. If a notice of transfer is received for a student previously reported as missing, inform the STC to remove them from the SWU List.

### **Moving a Student to the Former Roll**

1. Move a student to the former roll only upon STC confirmation via an entry notification email, per Section 21(1)(f) of the School Education Act 1999.
2. Record the removal date as the last date of attendance and document the reason in the students file and XUNO database.

### **Record-Keeping**

- Document all attempts to locate a student (e.g., phone logs, emails, home visit notes) in the student's file and XUNO.
- Retain SWU Request Forms and STC correspondence securely for 7 years, per the Privacy Act 1988 (Cth).

## Review History

Version	Date released	Next review	Summary of Changes	Author
1	2013	2018	Document Created	Jodi Hample
2	2020	2022	➤ Annual Review	Jodi Hampel
3	2022	2024	<ul style="list-style-type: none"> <li>➤ Annual Review</li> <li>➤ Added policy statement</li> <li>➤ Applied to new policy template</li> </ul>	Yan Lau
4	2024	2026	➤ Annual Review	Yan Lau
5	2025	2027	➤ Added Students Whose Whereabouts Are Unknown section, corrected Student Tracking contact number	Yan Lau