

Student Attendance Policy

1. Policy Statement

Kennedy Baptist College is committed to developing and maintaining a safe and positive learning environment that promotes the engagement and participation of all students in accordance with legislative requirements regarding attendance at school.

Students enrolled at Kennedy Baptist College must attend school all day on every school day in accordance with the College's published term dates and set daily school hours.

Kennedy Baptist College will monitor, consult on, and implement processes to ensure the attendance of all students as a priority.

Unexplained absences by students presents a risk to their safety and wellbeing as well as a risk to their learning opportunities.

2. Scope

This policy applies to all enrolled students and their parents/guardians at Kennedy Baptist College. Parents/guardians have a legal obligation to ensure regular attendance of their children at school.

3. Rationale

The *School Education Act 1999 (the Act)* requires that all children of compulsory school age be enrolled in school and attend school every day, or participate in an educational program, on the days on which a school is open for instruction, unless a written arrangement has been entered into for that student. This applies until the end of the year in which they turn 17 years old.

Parents/guardians have a legal obligation to ensure regular attendance of their children at school.

International students' attendance requirements are in accordance with the *International Students Course Attendance Policy*.

4. Attendance Requirements

Students are required to be present at the College on all school days including sports carnivals, College functions, and excursions (e.g., camps etc.). The College day commences at 8.30 am and finishes at 3.15 pm. Students should arrive by 8.25 am for an 8.30 am start.

- Students may only be absent from school with their parents'/guardians' or the College's permission.
- Validity of absence is determined by the College in consultation with

parents/guardians.

4.1. Recording attendance

Attendance is recorded each period (lesson) by the class teacher via SEQTA including absences.

The Director of Students is responsible for overseeing the accurate recording and monitoring of attendance of all students, for implementing appropriate strategies to restore attendance if there are attendance issues, and to report attendance issues to the Principal.

5. Absence Procedures

We strongly discourage parents from removing their children from the educational programs of the College for holidays. Parents should make every effort not to take students on holidays during term time, as much programmed work and assessments are missed.

Where possible, medical, and dental appointments should be made outside of school hours.

Students must not attend the College if they are unwell with a communicable or infectious illness in accordance with the Infectious Diseases Policy and the Department of Health Western Australia.

5.1. Notifying the College of Absences

If a student is going to be absent, Student Services should be notified before 8.00am on the morning of the absence by one of the following methods:

- By completing the Absentee Form through Parent Lounge on the Kennedy App – this is the College’s preferred method.
- Telephone on (08) 9314 7722
- By email at absent@kennedy.wa.edu.au
- In writing

5.2. Recording and managing daily absences

If a child is absent from school from Form class onwards an SMS (text message) will be sent by the Attendance Officer to the first point of contact (parent) for the students’, whose absence are unexplained. The SMS (text message) should say:

‘Kennedy Baptist College records show ‘student’s name’ is absent on ‘date’. Please reply via SMS or phone 9314 7722 with the student’s name and reason.’

All calls, notes and/or SMS’ (text messages) from parents/guardians regarding their child’s absence will be recorded in SEQTA.

Type of Absence	Procedure
Students who are late	<p>Students are required to be punctual and present at all lessons including for co-curricular and extra-curricular commitments.</p> <p>Notification that a student will be late to the College can be made through Parent Lounge (Kennedy App).</p> <p>Students unexpectedly arriving late to the College must sign in at Student Services and provide the reason from their parent/guardian, either by a note, telephone call or email.</p> <p>All late arrivals will be recorded and may result in a demerit without a valid reason.</p>
Students who leave early	<p>All requests for early departure, exemptions etc. requires advanced notification from the parent/guardian through Parent Lounge (Kennedy App).</p> <p>Students are only permitted to leave the College grounds with a valid reason during the day if they are:</p> <ul style="list-style-type: none"> • Signed out by a parent/guardian. • Have a note signed; or • An email has been sent. <p>Students must present to Student Services to sign out.</p> <p>Leaving the College without signing out may result in a demerit.</p>
Absence from excursions, incursions, or camps	<p>Teachers need to inform Student Services as soon as possible if students are absent from an excursion, incursion, or camp.</p>
Absence from compulsory College activities	<p>Occasionally, compulsory College functions are held outside of regular College hours. Compulsory College functions may include:</p> <ul style="list-style-type: none"> • Easter Services • Interhouse SwimmingCarnival • Interhouse Athletics Carnival • House Day/Cross Country • Year 10 Work Experience • Year 8 and 11 Camps <p>Students who are absent on these occasions need to provide a valid reason. Students should not seek exemptions for reasons other than medical or family emergencies.</p>
Suspension	<p>The Director of Students will notify Student Services of any students on suspension.</p>

Type of Absence	Procedure
<p>Prolonged absence</p>	<p>A medical certificate will be requested for absences of a prolonged period and/or if the student will miss an assessment/test.</p>
<p>Planned prolonged student absence</p>	<p>For planned leave of three (3) or more days, parents are asked to notify the Principal at least 10 days prior to the leave by obtaining a <i>Leave of Absence Form</i> from Student Services or through Parent Lounge (Kennedy App), or SEQTA Engage.</p>
<p>Students who have been absent for two (2) or more days</p>	<p>If a student has been absent without explanation an SMS (text message) will be sent to the parents/guardians daily.</p> <p>Absence explained</p> <p>Upon receiving confirmation of the absence from the parents/guardians, the reason for the student's absence will be recorded in SEQTA and a notification including a request for a medical certificate will be emailed to the parents/guardians.</p> <p>Absence unexplained</p> <p>If the school cannot contact the parents/guardians regarding their child's absence, an email stating how long they have been absent and requesting a reason for the absence will be sent to the parents/guardians.</p> <p>If the parents still have not contacted the school within one (1) week of the email being sent, another email will be sent by the end of week five (5) of the term and again by the end of term, requesting a reason.</p>
<p>Regular non-attendance</p>	<p>Students who do not attend school regularly must be monitored and encouraged and supported to resume regular school attendance. Twice a term an attendance report is provided by Student Services to Heads of Year. Students with an absentee rate above 20% are highlighted.</p> <p>Heads of Year review explanations and contact families to discuss attendance where absences are unexplained, or students require attendance support.</p> <p>In instances of excessive absence with no reasonable explanation, Student Services or Heads of Year will inform the Director of Students who will contact and work collaboratively with the student's parents/guardians and initiate attendance restoration strategies. Strategies may include:</p> <ul style="list-style-type: none"> • Addressing individual student needs • Engaging with the family • Attendance Improvement Plan • Individual Education Plan • Referral to College Counselling Team <p>In circumstances of excessive absence where restoration is not effective or parents/guardians are not cooperative, the College will liaise with and AISWA and/or the Department of Education.</p>

Type of Absence	Procedure
Unexplained absence (e.g., truancy, missing student)	<p>An unexplained absence is when a student:</p> <ul style="list-style-type: none"> • Is absent without the authorisation of their parents/guardians or the College; and may be: <ul style="list-style-type: none"> ○ For a whole school day ○ Partial school day ○ For a whole class ○ Partial class (e.g., arrives for class but leaves for 20 minutes of the class without Teacher permission); or ○ Leaves without permission and doesn't return or return promptly. <p>Any unexplained absence is determined by:</p> <ul style="list-style-type: none"> • Reconciliation with SEQTA and KIOSK (the electronic sign-in/sign-out system) at Student Services; and • Managed by the implementation of the <i>Missing Students Procedure</i> and/or the <i>Behaviour Management Policy</i>.
<p>Where the investigation of an unexplained absence determines that the student was absent without the authorisation of their parents/guardians, or the College; the College will consider the student's behaviour and pastoral care needs when deciding disciplinary action. The Class or Major Send-out behaviour management system may apply and can include:</p>	
Consequences	
Warning/Class Send-Out Parents/guardians are informed of the occurrence by the Director of Students.	
Major Send-Out Parents/guardians are informed, and an interview arranged with the Director of Students or Deputy Principal pastoral Care. Student is suspended for one (1) day or student is excluded from the College depending on the student's discipline status.	

Version control					
Version	Amendments	Date Reviewed	Endorsed by Board	Next Review	Author of version
1	Developed on 01/01/2013				
2		12/06/2017			
3		18/07/2019			
4		01/02/2021	25/02/2021	02/2022	
5	Updated	27/01/2022		02/2023	C Acciano
6	Updated policy statement	01/07/2023	19/07/2023	02/2025	C Acciano
7	Updated compulsory College activities and included scope	04/06/2025		06/2027	C Acciano
8	Addition of scope, updated notifying the College of absences, students who are late, absence from compulsory activities, and unexplained absences.	26/09/2025	17/09/2025	09/2027	C Acciano
9	Updated <i>Students who have been absent for two (2) or more days</i>	Updated 15/10/2025	17/09/2025	09/2027	C Acciano
10	Updated 'Attendance Requirements' start times	Updated 08/12/2025	17/09/2025	09/2027	C Acciano