



NON-ATTENDANCE PROCEDURES

The following process is used to record and address student non-attendance:

- Electronic recording of attendance/absence is conducted using the SEQTA attendance system.
- The school contacts parents early each school day via text message to follow up unexplained school absences, requesting parents to make contact with the school to explain a student's absence.
- Parents are requested to send a written note to acknowledge the days that their child was absent.
- Prolonged periods of absence are brought to the attention of the Principal by the child's class teacher. This is then followed up by a member of the Leadership team.

PARENTS ARE TO REPORT ALL ABSENTEES TO THE TEACHER & OFFICE BEFORE 8.30AM

Reporting a Full Day Absence:

- Email Teachers surname.firstname@yidarra.wa.edu.au
- Admin Office admin@yidarra.wa.edu.au
- Telephone prior to 8.30am: 9332 3011 (phone calls must be followed up with an email or written note)
- Written note (Absentee forms are available at the office if email is not accessible)

How to find Teacher email addresses:

1. Go to - web.yidarra.wa.edu.au
2. Select 'Our School'
3. Select 'Staff'
4. Click on – 'Staff Member Name'
5. Enter your child's name, class and reason of absence

Please ensure all emails and notes are dated and include your child's full name, class and reason for absence. Verbal absentees must be followed-up by email or written note. Long-term absentees must be made in writing/email to the Principal - admin@yidarra.wa.edu.au

LATE & EARLY DEPARTURES PROCEDURES

Students arriving Late & Early Departure:

- Authorisation slip is required from the office prior to sending or collecting your child.
- Sign In - arriving Late to School (notify the office prior to 8.30am via email or telephone call)
- Sign Out - leaving School Grounds – appointments or illness etc, children are not permitted to leave the school grounds during school hours without written consent of parents and permission from the Principal.