



*Established 1912*

# Sacred Heart Catholic School

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## Student Attendance Process

- Classroom Teachers are required to complete attendance twice daily via SEQTA by 9.15am in the morning (to account for the morning session) and 1:30pm in the afternoon (to account for the afternoon session). Attendance is marked in half day blocks.
- Administration Staff check and send SMS notification of absences by 9.30am. The SMS reads as follows:

*"Sacred Heart Catholic School Goomalling School records show \*\*\*\* is absent Monday, 17 May 2021. Please respond to this SMS with your full name and the reason for absence or call the school on 96291174."*

- An absentee report is printed and filed.
- If a student is absent for two consecutive days, with no respond to SMS, the principal will make try to make phone contact.
- Parents and carers are required to provide an explanation each time their child does not attend school.

Please note:

1. Regular attendance at school is essential for your child's development. A child who is considered at educational risk has an attendance rate at 90% or below.



Department of **Education**



**THOLIC EDUCATION**  
OFFICE OF WESTERN AUSTRALIA



ASSOCIATION OF  
INDEPENDENT SCHOOLS OF  
WESTERN AUSTRALIA (INC)

# THE STUDENTS WHOSE WHEREABOUTS ARE UNKNOWN LIST

## Guidelines and Procedures

**A cross sectoral initiative between the Department of Education Western Australia, the Association of Independent Schools of Western Australia and the Catholic Education Office of Western Australia, designed to support the needs of transient and mobile students.**

January 2013