



## Purpose

For use in MACS schools to outline the requirements for procedures within the school to monitor student attendance. Principals are required to use this template to contextualise the school-based procedures.

## Procedures

Monitoring school attendance - Required procedures	School to detail
<p><b>Frequency of recording attendance</b></p> <ul style="list-style-type: none"> <li>Primary school – twice daily</li> </ul>	<ul style="list-style-type: none"> <li>Reception and classroom teachers use SIMON (school management platform) for maintaining records about attendance, including records about students who have been absent from school without reason for long periods of time.</li> <li>Attendance at the school is checked twice daily (AM and PM) by teachers, in electronic format.</li> <li>The attendance reports are accessed by administration staff to follow up students who are absent without explanation.</li> </ul>
<p><b>Notification of absence by parent/guardian/carer</b> Notification by parent/guardian/carer of student absence and reason for absence</p> <p>Parents/guardians/carers are required to notify the school of any absence and reason for it on the day of absence</p> <ul style="list-style-type: none"> <li>Follow <a href="#">Responding to Absence Process</a></li> <li>See <a href="#">Student Absence School Guidelines</a> for reasonable excuses and absence codes</li> </ul>	<ul style="list-style-type: none"> <li>Notification of an absence can be made via phone (03) 9089 6614 or via the PAM app.</li> <li>Parents, guardians and/or carers are required to notify the school by 9:00am of the reason for any absence from school on the day of absence.</li> <li>Where the reason for absence is known, the reason is recorded by the teacher/administration staff member onto the electronic data base in required format and the teachers are notified of the absence and reason.</li> </ul>
<p><b>Recording the reason for absence</b> To be recorded if known</p> <ul style="list-style-type: none"> <li>Teachers to be notified of absence and reason</li> </ul>	<ul style="list-style-type: none"> <li>Where the reason for absence is known, the reason is recorded by the teacher/administration staff member onto the electronic data base in required format and the teachers are notified of the absence and reason.</li> </ul>
<p><b>Attendance/absence reports</b></p>	<ul style="list-style-type: none"> <li>The attendance reports are accessed by administration staff to follow up students</li> </ul>

Monitoring school attendance - Required procedures	School to detail
<ul style="list-style-type: none"> <li>To follow up students absent <b>without</b> explanation</li> <li>Follow <a href="#">Responding to Absence Process</a></li> </ul>	<p>who are absent without explanation.</p> <ul style="list-style-type: none"> <li>If a student is absent without explanation, the school administration staff will contact the parent/guardian for an explanation as soon as possible on the day of absence. This is done via sending out an automated text advising the parent/carer/guardian of the unexplained absence.</li> </ul>
<p><b>Record of student absence from school (days)</b></p> <ul style="list-style-type: none"> <li>To be recorded on student files and student reports</li> </ul>	<ul style="list-style-type: none"> <li>Information about the number of days of absence are recorded on student reports. The Office Manager is responsible for recording this in SIMON on the day of absence.</li> </ul>
<p><b>Concerns about absenteeism</b> Implement <b>Staged Response to Non-Attendance</b> from <a href="#">Responding to Absence Process</a></p>	<ul style="list-style-type: none"> <li>Where the rate of absenteeism is of concern, the school will follow up with the parents/guardians/carer or emergency contact to discuss absence.</li> <li>This will be the responsibility of the classroom teacher and/or the leadership team. (Depending on the situation.)</li> <li>Follow the MACS Responding to Absence Process</li> </ul>
<p><b>Contact details for parents/guardians/carers</b> Parents required to provide up-to-date contact details and notify the school of any change of contact details or address</p>	<ul style="list-style-type: none"> <li>Parents are required to provide up-to-date contact details and notify the school of any changes to contact details or address. This is regularly communicated via the schools newsletter/PAM.</li> <li>Any changes to contact details are managed by the Office Manager.</li> <li>For students from split families, the preferred contact is noted in the students file in SIMON.</li> <li>For students from split families, relevant information is included for shared custody arrangements and who the primary contact is on certain days. This information is in the students file in SIMON.</li> </ul>
<p><b>Communicating the school's expectations for attendance</b> For communicating with families and school community about the expectations for attendance at school.</p>	<ul style="list-style-type: none"> <li>The Principal, Deputy Principal and Classroom teachers will communicate via phone, scheduled meeting or email about the expectations for attendance at Lisieux Catholic Primary School.</li> <li>The attendance policy will be placed on the schools website.</li> </ul>
<p><b>Attendance recordkeeping</b></p>	<ul style="list-style-type: none"> <li>Reception and classroom teachers use SIMON for maintaining records about attendance, including records about students who have been absent from school without reason for long periods of time.</li> </ul>

Monitoring school attendance - Required procedures	School to detail
Maintenance of records about attendance, including records about students who have been absent from school without reason for long periods of time. Follow <a href="#">Responding to Absence Process</a>	
<b>Attendance improvement strategies</b> Strategies for working with families and students where school attendance is irregular, including strategies to re-engage students, contact with external departments and agencies. • Follow <a href="#">Responding to Absence Process</a>	<ul style="list-style-type: none"> <li>The Principal, Deputy Principal, Learning Diversity Leader and Classroom teachers will work with families and students where school attendance is irregular, including strategies to re-engage students, contact with external departments and agencies.</li> </ul>
Procedures for students arriving or departing outside scheduled school hours	School to detail
<b>Late arrival to school</b> Process for students who arrive at school later than scheduled starting time	<ul style="list-style-type: none"> <li>Students who arrive at school later than the scheduled starting time are required to register at the school office.</li> <li>Their parent/guardian/carer is required to sign their child in.</li> <li>Administration staff can include them on the attendance register if they arrive shortly after the register has been checked.</li> </ul>
<b>Early departure from school</b> Students who leave school prior to the scheduled finishing time.	<ul style="list-style-type: none"> <li>Prior arrangements must be made by Parents via phone, email, PAM app or to the classroom teacher, for students who leave the school prior to the scheduled finishing time.</li> <li>Where prior arrangements have not been made, a parent must sign their child out via the front office.</li> </ul>

## Policy information table

Approval authority	Director, Learning and Regional Services
Approval date	5 July 2023
Next review	March 2025
Publication details	CEVN