



## 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>School Teachers and Replacement Teachers are responsible for recording Attendance at 9:10am &amp; 2:30 pm daily.</li> <li>See <a href="#">Student Absence School Guidelines</a> for school approved absence codes</li> </ul>
<p><b>Notification of absence by parent/guardian/carer</b></p> <p>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 Responding to Absence Process <a href="#">[link]</a></li> <li>See <b>Student Absence Guidelines for MACS Schools</b> for reasonable excuses and absence codes</li> </ul>	<ul style="list-style-type: none"> <li>Notifications are made to parents/guardians/carers via a text message for every unexplained student absence</li> <li>School Attendance Officers are the Administration Manager, Administration Manager Support Officer and the Administration Assistant.</li> <li>The parents/guardians/carers are to notify the school by 9am on the day of the absence.</li> </ul>

Monitoring school attendance - Required procedures	School to detail
<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 via Compass Education Application/Web Portal</li> </ul>	<ul style="list-style-type: none"> <li>Parents/Guardians/Carers are responsible for recording absence notes via Compass Education Application/Web Portal.</li> <li>Use discretion when sharing sensitive information about absences, use general codes where possible</li> </ul>
<p><b>Attendance/absence reports</b></p> <ul style="list-style-type: none"> <li>To follow up students absent <b>without</b> explanation</li> <li>Follow <b>Responding to Student Absences Process</b></li> </ul>	<ul style="list-style-type: none"> <li>A text message is automatically sent to parents via the Compass Education Application/Web Portal.</li> <li>If an absence remains unexplained, a letter is generated via Compass to email the parent/guardian/carer and a physical letter is sent home with the student/s.</li> <li>The Administration Manager and the Admin Support Team are responsible for sending these letters out regularly.</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>These are automatically included in all school reports via the Compass Application.</li> </ul>
<p><b>Concerns about absenteeism</b> Implement <b>Staged Response to Non-Attendance</b> from <b>Responding to Student Absences Process</b></p>	<p>Follow step-by-step instructions found <a href="#">here</a>.</p>
<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 email the school office, <a href="mailto:officeadmin@smgreensborough.catholic.edu.au">officeadmin@smgreensborough.catholic.edu.au</a> immediately upon changing contact details.</li> <li>Any changes to custody, relationships and/or legal status should be sent to the office immediately.</li> <li>The Administration Team is responsible for updating the Student Profiles and advising relevant parties of crucial changes.</li> </ul>

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<p><b>Communicating the school's expectations for attendance</b></p> <p>For communicating with families and the school community about the expectations for attendance at school.</p>	<ul style="list-style-type: none"> <li>As part of the enrolment process, parents/guardians/carers are notified of the schools expectations for school attendance at the start of the year. The school community is regularly reminded via our school newsletter and when children are absent for long periods of time.</li> </ul>
<p><b>Attendance recordkeeping</b></p> <p>Maintenance of records about attendance, including records about students who have been absent from school without reason for long periods of time.</p> <p>Follow Responding to Student Absences Process</p>	<ul style="list-style-type: none"> <li>Unexplained absences are tracked via Compass and a report is generated regularly and shared with the Executive Team.</li> </ul>
<p><b>Attendance improvement strategies</b></p> <p>Strategies for working with families and students where school attendance is irregular, including strategies to re-engage students, contact with external departments and agencies.</p> <p>Follow Responding to Student Absences Process</p>	<p>Follow step-by-step instructions found <a href="#">here</a>.</p>
Procedures for students arriving or departing outside scheduled school hours	School to detail
<p><b>Late arrival to school</b></p> <p>Process for students who arrive at school later than scheduled starting time</p>	<p>All students must be signed in at the school office by a parent/guardian/carer if they have arrived late.</p>

Monitoring school attendance - Required procedures	School to detail
<p><b>Early departure from school</b> Students who leave school prior to the scheduled finishing time.</p>	<p>All students must be signed out at the school office by a parent/guardian/carer when departing school early.</p>

## Policy information table

Approval authority	Director, Learning and Regional Services
Approval date	21 September 2023
Publication details	CEVN