



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>Frequency of recording attendance</p> <ul style="list-style-type: none"> • Primary school – twice daily • Secondary school – every lesson 	<p>Attendance at the school is checked checked twice daily at 8.50am and at 1. 45pm by the teacher who has the class at the time, including specialist and emergency teachers. The Physical Education teacher will take a hard copy of the roll at 1:35 and send it in to the office to be transferred to nRoll by office staff.</p>
<p>Notification of absence by parent/guardian/carer</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"> • Follow Responding to Absence Process [link] • See Student Absence Guidelines for MACS Schools for reasonable excuses and absence codes 	<p>Notification of an absence can be made by telephone (9363 1568), email (office@spsunshinewest.catholic.edu.au or the class teacher's email address), via the St. Paul's Primary School Audiri app or by a written absence slip completed at the school office.</p> <p>Parents/guardians/carers are required to notify the school by 9.25am of the reason for any absence from school on the day of absence</p>

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<p>Recording the reason for absence</p> <p>To be recorded if known</p> <ul style="list-style-type: none"> Teachers to be notified of absence and reason 	<p>Where the reason for absence is known, the staff member who received the initial notification of a student absence updates the nForma electronic roll as soon as possible, no later than 9:25am. Updates include the 'reason type' and 'communication type'. Any documentation recorded or printed by office staff notifying of the absence is passed on to the classroom teacher for filing. This includes any notifications received via the skoolbag app, via email or by phone. and the teachers are notified of the absence and reason for this.</p>
<p>Attendance/absence reports</p> <ul style="list-style-type: none"> To follow up students absent without explanation Follow Responding to Student Absences Process 	<p>If a student is absent without explanation, the school will contact the parent/guardian/carer for an explanation as soon as possible on the day of absence. If there is no notification of a child's absence by 9:30am, office staff will go into nForma and manually send a text message to prompt parents/carers to call the school. If no contact is made by 11am, school office staff will call the parents and then emergency contacts provided until the absence has been explained and recorded on nRoll. All attempts to contact families/emergency contacts are documented on the school proforma. Where there is no response and there are concerns for the safety and welfare of the student, contact may be made with Victoria Police.</p>
<p>Record of student absence from school (days)</p> <ul style="list-style-type: none"> To be recorded on student files and student reports 	<p>Information about the number of days of absence are automatically recorded on nForma and on student reports by the reporting platform, nForma.</p>
<p>Concerns about absenteeism</p> <p>Implement Staged Response to Non-Attendance from Responding to Student Absences Process</p>	<p>Where the rate of absenteeism is of concern, the school will follow up with the parents/guardians by. When a student has been absent for 5 or more days in a Term without reasonable or valid grounds, the classroom teacher will discuss the matter with the Deputy Principal or Student Wellbeing Leader. Contact will then be made with the parents with the view of developing and implementing strategies to minimise absences. When unreasonable absences continue to occur after plans and strategies have been implemented, the Deputy Principal or Student Wellbeing Leader will refer the matter to DFFS and MACS for further support.</p>
<p>Contact details for parents/guardians/carers</p> <p>Parents required to provide up-to-date contact details and notify the school of any change of contact details or address</p>	<p>Parents are required to provide up-to-date contact details and notify the school of any changes to contact details or address. This information is collected at the beginning of each school year and is updated in Icon by the school enrolment officer. Parents are reminded on the newsletter to update any details should they change throughout the year.</p>

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<p>Communicating the school's expectations for attendance</p> <p>For communicating with families and school community about the expectations for attendance at school.</p>	<p>Reminders about the importance of students attending school regularly and being on time are periodically placed in the weekly school newsletter and are included in the Wellbeing newsletter which goes home once each term. Attendance expectations are communicated to parents of Foundation students during orientation and information sessions.</p>
<p>Attendance recordkeeping</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>	<p>Procedures in the St. Paul's Primary School nForma Policy will be followed in all matters related to the attendance. The Principal has a responsibility to ensure that attendance records are maintained and monitored at school and accurately recorded in student files. nRoll is maintained and updated by the ICT Leader under direction of the Principal. The electronic roll is backed up and archived at the end of each school term by the ICT leader. Classroom teachers collect all notes on absences and hand them to administration staff for filing at the end of the school year. Student absence and late figures appear on student half year and end of year reports on nReports. The student attendance records are a legal document and may be requested to be subpoenaed at any time. Aggregated student attendance data is reported to the wider community each year as part of the annual report.</p>
<p>Attendance improvement strategies</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> <ul style="list-style-type: none"> Follow Responding to Student Absences Process 	<p>Classroom teachers have a responsibility to monitor attendance. When a student has been absent for 5 or more days in a Term without reasonable or valid grounds, the classroom teacher will discuss the matter with the Deputy Principal or Student Wellbeing Leader. Contact will then be made with the parents with the view of developing and implementing strategies to minimise absences. When unreasonable absences continue to occur after plans and strategies have been implemented, the Deputy Principal or Student Wellbeing Leader will refer the matter to DFFS and MACS for further support</p>
Procedures for students arriving or departing outside scheduled school hours	School to detail
<p>Late arrival to school</p> <p>Process for students who arrive at school later than scheduled starting time</p>	<p>Classroom teachers take the roll each morning at 8:50am and enter any student absences on the electronic roll nRoll. All students arriving after 8:50am must enter through the main office where office staff fill in a late arrival slip and update the electronic roll nRoll to show the student's late arrival. Students are given a yellow copy of their late arrival slip which they hand to their classroom teacher. Classroom teachers collect and collate yellow late arrival slips for their own class. Office staff put the green</p>

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	copy of the late arrival slip into class tubs so that students can take them home at the end of the day.
<p>Early departure from school Students who leave school prior to the scheduled finishing time.</p>	Students who leave the school early for medical (illness, injury or appointment) or family reasons are signed out on 'Passtab' by the parent or guardian collecting them. School office staff are responsible for updating Nforma to show early dismissal and the reason for it at the time the student leaves.

Policy information table

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