Melbourne Archdiocese Catholic Schools

Monitoring School Attendance Procedures

Catholic Regional College St Albans

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
Frequency of recording attendance • Primary school – twice daily • Secondary school – every lesson	Staff are required to mark the roll within the first 10 minutes of each lesson. Students late to school will report to the front office. Office staff record the time the student arrived and the reason for being late. • See **Student Absence School Guidelines** for school approved absence codes
Notification of absence by parent/guardian/carer Notification by parent/guardian/carer of student absence and reason for absence Parents/guardians/carers are required to notify the school of any absence and reason for it on the day of absence • Follow Responding to Absence Process [link] • See **Student Absence Guidelines for MACS Schools** for reasonable excuses and absence codes	Parents / Guardians / Carers can notify the school of a student absence by: • emailing enquiries@crcstalbans.com.au or • ringing the College on 9366 2544 **before** 10am on the day of the absence.

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## Recording the reason for absence To be recorded if known - Teachers to be notified of absence and reason	Where the reason for absence is known, the reason is recorded on the SIMON LMS by administration staff, and teachers are notified of the absence and reason.
## Attendance/absence reports - To follow up students absent **without** explanation - Follow **Responding to Student Absences Process**	Attendance is completed at the beginning of each class and recorded electronically on the SIMON LMS by teachers. If a child is absent without explanation, the school will follow the 'Responding to Student Absences Process'. The Wellbeing for Learning Leader (WLL) will be responsible for implementing and monitoring the process. If a student is absent without explanation, the following process will be used: **Stage 1.** - An sms message will be sent to parent / guardian / carer at 10am if a students is absent and the school has not been notified. - Administration staff will call all families who do not respond to the sms message with an explanation of the student absence. - Follow up by administration staff will continue for a period of up to three days. **Stage 2** - If a student reaches 3-5 days of unexplained absences, whether sequential or not, the Wellbeing for Learning Leader will contact families. - The Wellbeing for Learning Leader will communicate with the Emergency Contact if they are unable to contact the family.

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	• Should the WLL be unable to make contact a Stage 2 Notification letter will be sent to families, consistent with the MACS Attendance policy. • All attempts to contact families will be documented on SIMON LMS. • WLL will consider a referral to the Student Wellbeing and Learning Team (SWaLT) **Stage 3 and beyond.** The Wellbeing for Learning leader to continue to work with / contact families where students have five or more unapproved or unexplained absences. This will include: • Documenting the absences as unapproved after 10 days of unexplained absence. • Sending Stage 3 and 4 Letters of Notification to families. • Allocating a case manager to oversee the care team, and to work with the student and family. • Ensuring the 'Responding to Student Absences' steps are documented and followed. • Referring the case to SWALT.
## Record of student absence from school (days) • To be recorded on student files and student reports	Student absences are recorded on the SIMON Learning Management System (LMS) and included on Semester reports.
## Concerns about absenteeism Implement **Staged Response to Non-Attendance** from **Responding to Student Absences Process**	Where the rate of absences is of concern, the school will follow up with the students and their parents/guardians/carers. Year Level Leaders oversees this process. • If a student's attendance is at 90% or the equivalent to 1 day absent in 10, the Pastoral Care Teacher (PCT) will discuss the reasons for the absence with students. • If a student's attendance is between 80% and 89% or the equivalent to 2 days absent in 10, the Year Level Leader will document the reasons for the low attendance and ensure it has been explained. In conjunction with the PCT, they will

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	provide strategies to support students in improving in attendance. These strategies will be documented on SIMON. • If a student's attendance falls below 80% or the equivalent to 3 days absent in 10, a meeting with the student and their parent, guardian or carer will be organized by the YLL. This meeting will allow for an Attendance Plan to be constructed. This plan needs to be documented and added to the students' file on Simon. In exceptional cases such as prolonged illness or extended holiday an attendance plan will be required to support the students return to school or management with their learning while away from school. The student will be referred to SWALT.
Contact details for parents/guardians/carers Parents required to provide up-to-date contact details and notify the school of any change of contact details or address	Parents are required to provide up-to-date contact details, and notify the school if any changes to contact details or addresses occur through the year.
Communicating the school's expectations for attendance For communicating with families and school community about the expectations for attendance at school.	The school newsletter, Family Nights and Student / Parent / Teacher conferences will be used for communicating with families about the expectations for attendance at school.
Attendance recordkeeping Maintenance of records about attendance, including records about students who have been absent from school without reason for long periods of time. Follow Responding to Student Absences Process	The SIMON LMS is used for attendance record keeping, including records about students who have been absent from school without reason for long periods of time. The latter are usually recorded through notes.
Attendance improvement strategies	Families and school staff play an important role in developing and reinforcing clear expectations around attendance.

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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 Responding to Student Absences Process	College processes for working with families and students where school attendance is irregular include: • Articulating high expectations regarding attendance using resources such as 'Every Day Counts' • Creating a safe and supportive learning environment where all students experience success and are engaged in purposeful learning. • Adopting consistent and rigorous procedures to monitor and record attendance. • Implementing data driven attendance improvement strategies. • Identifying and supporting students at risk of disengagement. • Providing clear consequences for students who deliberately miss classes or school. • Where attendance falls below 85% and / or there are a number of unexplained absences, meeting with students and families to develop an 'Attendance Support Plan'. • Supporting students to return to school after extended absences. • Recognising students for consistently high attendance.
Procedures for students arriving or departing outside scheduled school hours	**School to detail**
### Late arrival to school Process for students who arrive at school later than scheduled starting time	Students who arrive at school later than the scheduled starting time enter school through reception where administration staff will record them as a late arrival and the reason for being late.
### Early departure from school Students who leave school prior to the scheduled finishing time.	Students who leave school prior to the scheduled finishing time exit through the office. Administration staff adjust rolls, record the reason for the early departure and that their parent / carer has authorised their early departure.

Policy information table

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