



Monitoring School Attendance Procedures

Template for Schools



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 	<ul style="list-style-type: none"> St Leonard’s School must record student attendance twice per day. Attendance will be recorded by the classroom teacher at the start of the school day (8:45am) and after lunch (2:35pm) using nForma. If a student arrives after the second bell they must report to the office to have their attendance recorded. If students are in attendance at a school approved activity, the teacher in charge of the activity will record them as being present. See Student Absence School Guidelines for school approved absence codes
<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 	<ul style="list-style-type: none"> Parents will contact the school attendance officer (Administration Staff) via telephone (95608491), SeeSaw app or in person as soon as possible before school starts.

Monitoring school attendance - Required procedures	School to detail
<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 	<ul style="list-style-type: none"> St Leonard’s School will keep a record of the reason given for each absence. Office Administration Staff and Teaching Staff are responsible for noting absences and reasons for absences and keeping any electronic messages and handwritten notes. They will use discretion when sharing sensitive information about absences and use general codes where possible
<p>Attendance/absence reports</p> <ul style="list-style-type: none"> To follow up students absent without explanation Follow Responding to Student Absences Process 	<ul style="list-style-type: none"> If a student is absent on a particular day and the school has not been previously notified by a parent, or the absence is otherwise unexplained, St Leonard’s School Administration Officers will attempt to contact parents as soon as practicable on the same day of the unexplained absence, by telephone, allowing time for the parent to respond. If contact cannot be made with the parent (e.g. due to incorrect contact details), the school will attempt to make contact with any emergency contact/s nominated on the student's file held by the school, on the day of the unexplained absence. If the parents or emergency contacts cannot be reaching in a reasonable time the school will contact the Police.
<p>Record of student absence from school (days)</p> <ul style="list-style-type: none"> To be recorded on student files and student reports 	<ul style="list-style-type: none"> Teachers take responsibility for updating nForma and ensuring details are up to date. nForma attendance data is automatically transferred to school mid-year and end of year reports.
<p>Concerns about absenteeism</p> <p>Implement Staged Response to Non-Attendance from Responding to Student Absences Process</p>	<ul style="list-style-type: none"> The responding to School Absences process outlines a staged approach to responding to unexplained absences and the approach to school refusal.
<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>	<ul style="list-style-type: none"> Parents are required to update all changes to their contact details or medical situations on the Operoo platform. Responsibility for updating records If split families do not give permission for the other parent to use the Operoo platform, they are required to contact the school office for changes to contact details or addresses.

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	<ul style="list-style-type: none"> • Relevant information for shared custody arrangements and who is primary contact on certain days, is shared with Office Administration Staff.
<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>	<ul style="list-style-type: none"> • The school's expectations are regularly articulated in the school newsletter. • Every Day Counts information is shared in school reports and at other times, if required. • Program Support Group meetings can be an opportunity to discuss attendance.
<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>	<ul style="list-style-type: none"> • At the end of the year nForma electronic records are archived by the Digital Technologies Leader. Handwritten notes are collected by each classroom teacher and are archived by Administration Staff.
<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 	<ul style="list-style-type: none"> • The Principal has the discretion to accept a reason given by a parent for a student's absence. The Principal will generally excuse: <ul style="list-style-type: none"> -medical and dental appointments, where out of hours appointments are not possible or appropriate -bereavement or attendance at the funeral of a relative or friend of the student, including a student required to attend Sorry Business school refusal, if a plan is in place with the parent to address causes and support the student's return to school -cultural observance if the parent/carer notifies the school in advance -family holidays where the parent notifies the school in advance • St Leonard's School will work collaboratively with parents, the student, and other professionals, where appropriate, to develop strategies to improve attendance, including: <ul style="list-style-type: none"> -establishing an Attendance Student Support Group

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	<ul style="list-style-type: none"> -implementing a Return to School Plan -implementing an Personalised Plan -implementing a Student Absence Learning Plan and Return to School Plan for students who will be absent for an extended period -arranging for assistance from relevant student wellbeing staff. • We understand from time to time that some students will need additional supports and assistance, and in collaboration with the student and their family, will endeavor to provide this support when it is required.
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>	<ul style="list-style-type: none"> • Parents must phone the school office or personally sign their child in with Office Administration Staff upon arrival. • A late arrival code will be marked on the electronic nForma roll by Office Administration Staff. • Students will hand a late pass to their teacher to ensure they have been marked accordingly.
<p>Early departure from school</p> <p>Students who leave school prior to the scheduled finishing time.</p>	<ul style="list-style-type: none"> • Parents must phone the school office and then personally collect their child at the pre-arranged time. • An early departure code will be marked on the electronic nForma roll.

Policy information table

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