



Monitoring School Attendance Procedures

St Peter's Primary School



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"> In accordance with the Education and Training Reform Act 2006 (Vic) and the Education and Training Reform Regulations 2017 (Vic) and the schools moral obligation to ensure the safety and welfare of students under its care, the school will: <ul style="list-style-type: none"> Record every child's attendance twice per day via nForma. This will be completed by the classroom teacher at 9am and at 2:30pm. Student Absence School Guidelines are referred to for school approved absence codes. The school attendance officer will follow up with teachers in instances where the roll has not been marked in the morning and in the afternoon.
<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 	<ul style="list-style-type: none"> Notification of an absence can be made in writing by emailing the school office: notices@stprepp.catholic.edu.au or via the school website: https://www.stprepp.catholic.edu.au/report-an-absence. All absences are to be notified in writing. An absence should only be reported by phone if it has not been possible to advise the school in writing. In these exceptional circumstances, parents/guardians/carers can contact the school office on 9401 1157.

Monitoring school attendance - Required procedures	School to detail
<ul style="list-style-type: none"> See Student Absence School Guidelines for reasonable excuses and absence codes 	<ul style="list-style-type: none"> Parents/guardians/carers are required to notify the school by 9am of the reason for any absence from school on the day of absence.
<h3>Recording the reason for absence</h3> <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"> Where the reason for absence is known, the reason is recorded by the classroom teacher or the school attendance officer using nForma. Teachers are notified of the absence and the reason for this.
<h3>Attendance/absence reports</h3> <ul style="list-style-type: none"> To follow up students absent without explanation Follow Responding to Absence Process 	<ul style="list-style-type: none"> The student roll is accessed by the school attendance officer who is responsible for following up on students who are absent without explanation. If a student is absent without explanation, the school attendance officer will contact the parent/guardian/carer for an explanation as soon as possible on the day of absence. The school attendance officer will send an SMS to the listed parent/guardian/carer as follows: <i>'St Peter's data shows [child name] is absent today. Email notices@stprepp.catholic.edu.au or ring 9401 1157 to confirm absence'</i> If no response is received, the school attendance officer will endeavor to follow up with a phone call to the parent/guardian/care to establish the reason for absence.
<h3>Record of student absence from school (days)</h3> <ul style="list-style-type: none"> To be recorded on student files and student reports 	<ul style="list-style-type: none"> Information about the number of days of absence are recorded on student files and on student reports by the school attendance officer.
<h3>Concerns about absenteeism</h3> <p>Implement Staged Response to Non-Attendance from Responding to Absence Process</p>	<p>STAGE 1</p> <ul style="list-style-type: none"> If a student is absent without explanation, the school attendance officer will contact the parent/guardian/carer for an explanation as soon as possible on the day of absence. The school attendance officer will send an SMS to the listed parent/guardian/carer as follows: <i>'St Peter's data shows [child name] is absent today. Email notices@stprepp.catholic.edu.au or ring 9401 1157 to confirm absence'</i>

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	<p>STAGE 2</p> <ul style="list-style-type: none"> • Where the rate of absenteeism is of concern, the students teacher will make phone contact with a parent/guardian/carer. • A notification will be sent home to the family to communicate concerns for emergence of chronic absence patterns. • Record actions in student file. <p>STAGE 3</p> <ul style="list-style-type: none"> • The school will make phone contact with a parent/guardian/carer in line with stages 1 & 2 with increased offers of support. • Responsibility will be allocated to a member of the leadership team to oversee the matter and the parent/carer/guardian will be invited to attend a care team meeting. • MACS-Student Wellbeing Information Support Service (SWISS) will be informed, advising of actions undertaken and plans for ongoing support. • Records will be kept on the students file. <p>STAGE 4</p> <ul style="list-style-type: none"> • Make contact per previous stages as soon as practicable. • Send a summary of all intervention and support offered to date, signed by the principal. Parents required to respond within 7 days. • Arrange formal meeting with student, family, mentor and care team members to develop Attendance Support Plan, even if the student has returned to school, to prevent future absences. • Update MACS SWISS on ongoing support • Record on student file.
<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 provide up to date contact details and notify the school of any changes to contact details or address. • The school attendance officer is responsible for updating the details in ICON. • The school will ensure the preferred contact is noted, especially for split families

Monitoring school attendance - Required procedures	School to detail
	<ul style="list-style-type: none"><li data-bbox="1048 300 1962 355">• The school will ensure relevant information is included for shared custody arrangements and who is primary contact on certain days

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<p data-bbox="215 304 958 384">Communicating the school's expectations for attendance</p> <p data-bbox="215 416 987 475">For communicating with families and school community about the expectations for attendance at school.</p>	<ul data-bbox="1043 304 2063 694" style="list-style-type: none"> • St Peter's aims to ensure all students have access to a full and rewarding education. Regular attendance at school provides students with the opportunity to gain maximum benefit from their learning. • Parents/guardians/carers of our school community are expected to meet the requirements of the St Peter's School Attendance Policy and work to the best of their ability to reinforce the importance of regular attendance and the value of learning. • Attendance is: <ul data-bbox="1093 566 1984 694" style="list-style-type: none"> - being at school unless there is an exemption from attendance has been granted. - being at school on time - being at school until dismissal time <p data-bbox="1043 730 1727 758">At St Peter's we believe attendance is important because:</p> <ul data-bbox="1093 767 2078 957" style="list-style-type: none"> • It ensures achievements in learning and appropriate participation in educational programmes. • It enables students to reach their full potential and supports success in students learning • It enables students and families to develop and maintain positive relationships with peers and staff.

Monitoring school attendance - Required procedures

School to detail

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 Absence Process

- In accordance with the [Education and Training Reform Act 2006 \(Vic\)](#) and the [Education and Training Reform Regulations 2017 \(Vic\)](#) and the schools moral obligation to ensure the safety and welfare of students under its care, the school will:
 - Record every child’s attendance twice per day via nForma. This will be completed by the classroom teacher at 9am and at 2:30pm.
- [Student Absence School Guidelines](#) are referred to for school approved absence codes.
- The school attendance officer will follow up with teachers in instances where the roll has not been marked in the morning and in the afternoon.
- The [Responding to Student Absences](#) – Process for MACS schools will be followed where the school is concerned about a student’s absence.

Attendance improvement strategies

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 Absence Process](#)

- St Peter’s may implement the following improvement strategies when a student has been absent for more than five days in a term for any reason:
 - STAGE 1 (1 day of unapproved absence)**
 - If the student is identified as part of the vulnerable cohort, liaise with Learning Diversity team to ensure appropriate supports are in place, e.g. Personal Learning Plan (PLP), Program, Support Group (PSG), translator, advocate, etc.
 - If the absence follows a pattern of other concerning behaviours, consider further interventions
 - Provide parent support where required.
 - STAGE 2 (3 – 5 days of unapproved absences)**
 - Allocate a staff mentor for the student and initiate an individual check-in system.
 - Allocate a care team leader (preferably not the mentor)
 - Investigate the student’s circumstances (from student, relevant school staff, parents, other students etc)
 - [Understanding the potential causes of student absences – template](#)
 - Invite parents / carers to the care team.

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	<p>STAGE 3 (Five days or more of unapproved absences)</p> <ul style="list-style-type: none"> - Refer to the MACS Learning Diversity team where required - Consider intervention from services: Victoria Police, Community Liaison Officer - Consider a secondary consultation with Community / Allied Health Services - Liaise with existing family service/seek support for family where necessary, eg The Orange Door etc. <p>STAGE 4 (Ongoing unapproved absences)</p> <ul style="list-style-type: none"> - Following the outcome of the meeting, consider a secondary consultation and external referrals such as Child and Youth Mental Health Services, Child and Adolescent Mental Health Services, The Orange Door. - Explore potential for age appropriate flexible learning options or re-engagement programs at a school level or in the community. - Continue to liaise with any existing family service or seek support for family. - Continue to support student education through PLP, Student Absence Learning Plan or School Return Plan. - Continue to liaise with the MACS Learning Diversity team if this is in place.
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>Students not present by 9am need to be signed in at the office by a parent/guardian/carer via the Ipad. The roll will be updated to 'late arrival' by the school attendance officer noting the time of arrival.</p>
<p>Early departure from school</p> <p>Students who leave school prior to the scheduled finishing time.</p>	<p>Parents/guardians/carers are asked to notify the office in advance where possible of any early departures. Students leaving early will need to be signed out via the ipad at the office. The roll will be updated to 'early departure' by the school attendance officer, noting the time of departure.</p>

Policy information table

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