



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"> Attendance recorded twice-daily on SIMON by teachers and Office Team (late arrivals, early departures and parent notified absences) 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 See Student Absence School Guidelines for reasonable excuses and absence codes 	<ul style="list-style-type: none"> Parents can notify the school of a student absence via the Parent Access Module (PAM), the app SIMONEverywhere, by phoning the office on 9890 1108 or by emailing enquiries@sfxboxhill.catholic.edu.au or the classroom teacher Vera Bajan (M/T/W), Lisa La (TH) and Donna Spaulding (F) oversee the marking or rolls and any required follow up Student absences to be notified by 9.15 am

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"> OfficeTeam record any absences via PAM, SIMONEverywhere, email or phone and these are visible to teachers Use discretion when sharing sensitive information about absences, 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 Absence Process 	<ul style="list-style-type: none"> The Office Team follow up each day on any unexplained absences. A text message is sent automatically at 10.00 am and if no response is received, an office team member makes contact with the family.
<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"> Tracked using SIMON and automatically populated onto school reports from this data
<p>Concerns about absenteeism</p> <p>Implement Staged Response to Non-Attendance from Responding to Absence Process</p>	<ul style="list-style-type: none"> The Principal and/or Deputy Principal take responsibility for following up on any concerns regarding school attendance
<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"> All families are provided with a PAM login on enrolment and record contact and emergency details through this portal Families are able to update details themselves or contact the office team for assistance Preferred contact is noted, especially for split families Relevant information is included for shared custody arrangements and who is primary contact on certain days

Monitoring school attendance - Required procedures	School to detail
<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"> Information about school attendance is communicated through the Parent Handbook, Prep Welcome Night and school newsletter
<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 Absence Process</p>	<ul style="list-style-type: none"> All records contained within SIMON
<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 Absence Process 	<ul style="list-style-type: none"> Liaise with MACS Eastern Region Office Team including RLC Support the family to enable attendance where possible Engage with DFFH or Orange Door if 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"> students check in at the office and an office team member adjusts the role

Monitoring school attendance - Required procedures	School to detail
<p>Early departure from school Students who leave school prior to the scheduled finishing time.</p>	<ul style="list-style-type: none"> parents come to the office to sign out their child and an office team member adjusts the roll

Policy information table

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