



# 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><b>Frequency of recording attendance</b></p> <ul style="list-style-type: none"> <li>Primary school – twice daily</li> </ul>	<ul style="list-style-type: none"> <li>Twice daily teaching staff are required to record the attendance of students. Once at 9:00 am and again at 2:20 pm on the Nforma portal. School reception is to ensure by checking that school attendance has been marked.</li> <li>See <a href="#">Student Absence School Guidelines</a> for school approved absence codes</li> </ul>
<p><b>Notification of absence by parent/guardian/carer</b></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"> <li>Follow <a href="#">Responding to Absence Process</a></li> <li>See <a href="#">Student Absence School Guidelines</a> for reasonable excuses and absence codes</li> </ul>	<ul style="list-style-type: none"> <li>All parents are asked to notify the school, once they are aware that their child will be absent. Parent may choose to notify the school by phoning or alternatively by emailing the office.</li> </ul>

Monitoring school attendance - Required procedures	School to detail
<p><b>Recording the reason for absence</b> To be recorded if known</p> <ul style="list-style-type: none"> <li>Teachers to be notified of absence and reason</li> </ul>	<ul style="list-style-type: none"> <li>When teachers/office are aware of the reason for a child's absence they are asked to record it on Nforma.</li> </ul>
<p><b>Attendance/absence reports</b></p> <ul style="list-style-type: none"> <li>To follow up students absent <b>without</b> explanation</li> <li>Follow <a href="#">Responding to Absence Process</a></li> </ul>	<ul style="list-style-type: none"> <li>Parents who fail to notify the school are contacted by the office by 10:00. This is the responsibility of the school receptionist. When failure to get in contact with a member of the family for three consecutive days – police are informed to conduct a police check.</li> </ul>
<p><b>Record of student absence from school (days)</b></p> <ul style="list-style-type: none"> <li>To be recorded on student files and student reports</li> </ul>	<ul style="list-style-type: none"> <li>Nforma has the capacity to give us a report of the total days a child has been absent. This is also recorded on a child's report.</li> </ul>
<p><b>Concerns about absenteeism</b></p> <p>Implement <b>Staged Response to Non-Attendance</b> from <a href="#">Responding to Absence Process</a></p>	<ul style="list-style-type: none"> <li>Children who are absent frequently are followed up by the classroom teacher via a phone call. On some occasions this may be the responsibility of the Principal of Wellbeing leader especially when it pertains to School refusal.</li> </ul>
<p><b>Contact details for parents/guardians/carers</b></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"> <li>It is the parents responsibility to inform the school of any changes regarding address or phone numbers. Parents are asked to either make the changes on Operoo and inform the school or alternatively call/email the office.</li> </ul>

Monitoring school attendance - Required procedures	School to detail
<p><b>Communicating the school's expectations for attendance</b></p> <p>For communicating with families and school community about the expectations for attendance at school.</p>	<ul style="list-style-type: none"> <li>• Notices are frequently placed in the school newsletter about what to do in the event that your child is absent from school</li> </ul>
<p><b>Attendance recordkeeping</b></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 <a href="#">[hyperlink required or add process/ flowchart below in this document]</a></p>	<ul style="list-style-type: none"> <li>• Children who are absent frequently without any reason are followed up by the classroom teacher via a phone call to the parent. On some occasions this may be the responsibility of the Principal of Wellbeing leader especially when it pertains to School refusal</li> </ul>
<p><b>Attendance improvement strategies</b></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"> <li>• Follow Responding to Absence Process <a href="#">[hyperlink required or add process/ flowchart below in this document]</a></li> </ul>	<ul style="list-style-type: none"> <li>• Where possible Holy Name Primary School works in conjunction with the family to ensure regular attendance at school. This might mean the Principal visits the family in their home to find out what is preventing the child from attending school.</li> </ul>
Procedures for students arriving or departing outside scheduled school hours	School to detail
<p><b>Late arrival to school</b></p> <p>Process for students who arrive at school later than scheduled starting time</p>	<p>When a child arrives late to school, the parents is expected to accompany the child to the office where they are to be signed in, providing a reason for the late arrival.</p>
<p><b>Early departure from school</b></p> <p>Students who leave school prior to the scheduled finishing time.</p>	<p>When a child is leaving school early, parents are expected to the office where they are to be signed out, providing a reason for their early dismissal. Parents are also expected to inform the classroom teacher/office prior either verbally or via email.</p>

## Policy information table

<b>Approval authority</b>	Director, Learning and Regional Services
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