



Monitoring School Attendance Procedures



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"> Secondary school – homeroom and every lesson 	<ul style="list-style-type: none"> Homeroom and classroom teachers record attendance at the commencement of each class or activity (e.g excursion, assembly) 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"> Families are asked to Direct Message (DM) 'Attendance' via SEQTA by 9:00am and leave a contact name, student's name, homeroom and reason for absence. Families may also provide a note of an upcoming absence. Families must call the College to arrange a time to speak with the Deputy Principal Student Wellbeing if their child is to be absent for more than 10 school days due to a family holiday.

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<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"> The Attendance Officer is responsible for recording the reason for absence in SEQTA and notifying teachers of the absence and general reason, for example, medical, funeral, sport, holiday. If teachers are provided with information about an absence, for example a message or note, they must forward that information directly to the Attendance Officer so the absence can be recorded.
<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"> The Attendance Officer runs a report of students who are absent without an explanation at approximately 10:30am and those families receive a Direct Message via SEQTA. The Attendance Officer monitors responses to the direct messages and makes follow up telephone calls to any parents/guardians/carers who have not made contact. The Attendance Officer maintains the record of contact directly on SEQTA as a pastoral note under the category called Admin Only - Absence Reconciliation. The Attendance Officer has a variety of templates to choose from. For example: <ul style="list-style-type: none"> Telephone contact made with parent/guardian/carer on [insert date & time]. Reason for student absence: [insert reason] Attempt to contact parent/carer unsuccessful [insert date & time]. Emergency contact [insert name] telephoned [insert date & time]. Reason for student absence [insert reason].
<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"> Information about the number of days of absence are recorded in SEQTA on student files and on student 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"> Attendance Officers report concerns to the Deputy Principal Student Wellbeing when follow up has been unsuccessful The Wellbeing team (Counsellors, Year Level Leaders and Wellbeing Directors) report any concerns about absenteeism to the Deputy Principal Student Wellbeing

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	<ul style="list-style-type: none"> • Homeroom Teachers, Year Level Leaders and Wellbeing Directors follow up with families.
<h3>Contact details for parents/guardians/carers</h3> <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"> • Families update their contact information directly in Operoo. • These updates are checked by Office Administration and records are updated in Synergetic, which then syncs relevant contact information in SEQTA. • Details of shared custody arrangements are noted in Synergetic and SEQTA.
<h3>Communicating the school's expectations for attendance</h3> <p>For communicating with families and school community about the expectations for attendance at school.</p>	<ul style="list-style-type: none"> • The College informs families of attendance expectations during the enrolment application process, family information nights and regularly through Operoo. • Procedures are published on the school website in Information>General Expectations.
<h3>Attendance recordkeeping</h3> <p>Maintenance of records about attendance, including records about students who have been absent from school without reason for long periods of time.</p> <ul style="list-style-type: none"> • Follow Responding to Student Absences Process 	<ul style="list-style-type: none"> • Attendance records are maintained in SEQTA. • Any paper documentation received (e.g. notes from families, medical certificates, statutory declarations) are scanned and attached to the absence in SEQTA • Additional notes about extended absences are captured in SEQTA.
<h3>Attendance improvement strategies</h3> <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"> • If a student records a high number of absences from class or when school attendance is irregular, discussions are held with the parent/guardian/carer to discuss and plan for improvement. The relevant Director of Student Wellbeing and/or Year Level Leader will work with families and students to support re-engagement and this may include referral to external agencies when necessary. • Parents/guardians/carers who intend to take their child on a holiday during the school term, for a period of greater than 10 days, will be required to discuss the intended absence with the Deputy Principal Student Wellbeing. In the case of senior students, the intended absence needs to be discussed with the VCE or Applied Learning Leaders.

Monitoring school attendance - Required procedures	School to detail
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 who arrive late to school must sign in to a SEQTA kiosk and proceed directly to their timetabled class. On the arrival of the student to class, the teacher checks that the student has signed in correctly.
<p>Early departure from school</p> <p>Students who leave school prior to the scheduled finishing time.</p>	<ul style="list-style-type: none"> Students leaving the school premises early must present a note signed by their parent/carer to their Homeroom Teacher who will sign and date the note. This note is then handed in to the Front Office just prior to departure. Students who do not have a note signed by their homeroom teacher and are leaving the College early must be signed out by the parent/carer.

Policy information table

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