Melbourne Archdiocese Catholic Schools

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
Frequency of recording attendance • Secondary school – homeroom and every lesson	• 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 (staff access only)
Notification of absence by parent/guardian/carer Notification by parent/guardian/carer of student absence and reason for absence Parents/guardians/carers are required to notify the school of any absence and reason for it on the day of absence • Follow Responding to Absence Process [link] (staff access only) • See **Student Absence Guidelines** for reasonable excuses and absence codes	• Families are asked to enter absences and select a reason directly in Compass by 9:00am. • 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.
Recording the reason for absence To be recorded if known • Teachers to be notified of absence and reason	• The Attendance Officer is responsible for checking that the parent has selected the correct reason for absence in Compass. • 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.

Monitoring school attendance - Required procedures	School to detail

Attendance/absence reports
 	
• To follow up students absent **without** explanation
• Follow **Responding to Student Absences Process**
	• The Attendance Officer runs a report of students who are absent without an explanation at approximately 10:45am and those families receive an SMS via Compass.
	• The Attendance Officer monitors responses to the SMS notifications 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:
	  – 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].

Record of student absence from school (days) • To be recorded on student files and student reports	• Information about the number of days of absence are recorded in Compass on student files and on student reports.
Concerns about absenteeism Implement **Staged Response to Non-Attendance** from **Responding to Student Absences Process**	• 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 • Homeroom Teachers, Year Level Leaders and Wellbeing Directors follow up with families.
Contact details for parents/guardians/carers Parents required to provide up-to-date contact details and notify the school of any change of contact details or address	• When families update their contact information directly in Compass, the College receives an alert. • The Registrar Office checks the updated information, accepts the update in Compass and updates the information in Synergetic which then syncs overnight with Compass.

Monitoring school attendance - Required procedures	School to detail
	• Details of shared custody arrangements are noted in Synergetic and Compass.
Communicating the school's expectations for attendance For communicating with families and school community about the expectations for attendance at school.	• The College informs families of attendance expectations during the enrolment application process, family information nights and regularly through Compass News. • Procedures are published on the school website in Information > School Policies > Care, Safety and Welfare of Students and Information > General Expectations.
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 Student Absences** Process	• Attendance records are maintained in Compass. • Any paper documentation received (e.g. notes from families, medical certificates, statutory declarations) are scanned and attached to the absence in Compass. • Additional notes about extended absences are captured in Compass.
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 Student Absences** Process	• 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.
Procedures for students arriving or departing outside scheduled school hours	School to detail
Late arrival to school Process for students who arrive at school later than scheduled starting time	• Students who arrive late to school must sign in to a Compass 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.
Early departure from school	• Parents can use Compass to notify the College of an early departure.

Monitoring school attendance - Required procedures	School to detail
Students who leave school prior to the scheduled finishing time.	• The Attendance Officer will update Compass if students present a note instead of the Compass notification. • If the parent has not provided a note, or has not provided the information in Compass, the parent or emergency contact (as noted in Compass) will need to physically enter the College and sign out the student.

Policy information table

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