Melbourne Archdiocese Catholic Schools

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
Frequency of recording attendance • Primary school – twice daily • Secondary school – every lesson	• Student attendance is recorded twice daily at 8.55 am and 1.35 pm on nForma (online attendance and reporting software) • Class teacher in charge records student attendance. Specialist teachers are to record attendance and absences when they are responsible for students at attendance recording times. • See **Student Absence School Guidelines** for school approved absence codes
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] • See **Student Absence Guidelines for MACS Schools** for reasonable excuses and absence codes	• Parent/Guardian/Carer are required to email the class teacher and school administration – absence@smgeelong.catholic.edu.au by 8:50 am on or prior to the day of student absence with a reason for absence.

Monitoring school attendance - Required procedures	School to detail
Recording the reason for absence To be recorded if known • Teachers to be notified of absence and reason	• The recording of reason for absence is recorded by the class teacher at the time of marking student attendance. School administration updates the student attendance record in-between attendance marking times, if a reason becomes known by written communication from the Parent/Guardian/Carer. • Use discretion when sharing sensitive information about absences, use general codes where possible
Attendance/absence reports • To follow up students absent **without** explanation • Follow **Responding to Student Absences Process**	• School Administration is responsible for contacting the parent/guardian/carer on the day of absence for explanation of an unexplained absence. Contact is made by SMS notification on Operoo to the child's profile owner.
Record of student absence from school (days) • To be recorded on student files and student reports	• Class Teachers are responsible for recording of student absence from school, with support from school administration • Emails are retained from the school absence email and class teacher emails from the Parent/Guardian/Carer student absence notifications • Student absences are recorded on nforma attendance and reporting software
Concerns about absenteeism Implement **Staged Response to Non-Attendance** from **Responding to Student Absences Process**	• The school will follow up with the parent/guardian/carer by email or phone call from the school principal requesting a meeting to discuss the concerns with the student's attendance.
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	• Parent/Guardian/Carer provide up-to-date contact details by recording this information on their child's Operoo care profile, shared with the school. • School administration updates ESIS student software based on Operoo updates and emails to the school from a parent/guardian/carer. • Ensure preferred contact is noted, especially for split families, on a student's Operoo profile • Relevant information is recorded for shared custody arrangements and who is primary contact on certain days via court orders or legal documentation provided to the school by the Parent/Guardian/Carer. These details are available on a

Monitoring school attendance - Required procedures	School to detail
	summarised document shared with the Principal and class teacher. Documents in the student file.
Communicating the school's expectations for attendance For communicating with families and school community about the expectations for attendance at school.	• The school communicates about the expectations for attendance at school through the school newsletter, school family handbook and school website
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	• Student attendance and absences are recorded via nforma for the morning and afternoon roll by the classroom teachers. Classroom teachers are required to develop and maintain positive and open relationships with parents/guardians/carers around matters concerning non-attendance. • Classroom teachers are required to submit concerns to Principal, Deputy Principal, Wellbeing leader where a child has missed more than 5 days across the school year with unapproved absences. Classroom teachers are required to submit absenteeism concerns in the Child Safe section of the staff meeting. • Follow the **Responding to Student Absence process** for MACS Schools; collect, record and respond to absences daily, if a reason has not been provided for an absence, the school is to contact the Parent/Guardian/Carer for an explanation for the absence. Class teachers monitor recurring patterns for absences and follow up with the parents/guardian/carer to identify and address concerns • School administration staff will provide reports to the Principal upon request detailing student attendance history and absence data. • Nforma data is digitally archived to the school server.
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	• The principal will write a letter to request a meeting to discuss the issues with attendance. • The Principal or delegate will meet with the Parents/Guardians/Carers to discuss the issues and will discuss possible strategies to improve the student's attendance at school. Minutes will be taken at this meeting, regarding agreed upon actions and strategies.

Monitoring school attendance - Required procedures	School to detail
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	Parents/Guardians/Carers are required to email the class teacher and school administration absence email advising of a late arrival and reason for arriving later than the school's schedule start time. Parents/Guardians/Carers accompany their child to the school administration where they electronically sign in their child via the school's VPASS system. School administration records the late arrival and reason on nforma. Late arrival is considered until 9:30 am. During offsite activities, the child is signed in with the class teacher via the VPASS QR code, and recorded by school administration on nforma
## Early departure from school Students who leave school prior to the scheduled finishing time.	Parents/Guardians/Carers are required to email the class teacher and school administration absence email advising of an early departure and reason for students leaving earlier than the school's schedule finish time. Parents/Guardians/Carers collect their child from the school administration where they electronically sign out their child via the school's VPASS system. School administration records the early departure and reason on nforma. Early departure is after the afternoon roll time of 1:35 pm. During offsite activities, the child is signed out with the class teacher via the VPASS QR code, and school administration records on nforma.

Policy information table

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