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	• Twice daily, once at 9am and then at 2pm
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	• Email office@smbelgrave.catholic.edu.au • Phone 9754 4444 and speak to admin or leave a message

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	- Recorded on NForma
## Attendance/absence reports - To follow up students absent **without** explanation - Follow **Responding to Student Absences Process**	- Admin officer will send text via Operoo for any unexplained absences.
## Record of student absence from school (days) - To be recorded on student files and student reports	- Admin officer in collaboration with classroom teachers.
## Concerns about absenteeism Implement **Staged Response to Non-Attendance** from **Responding to Student Absences Process**	- School to text daily - School will follow up with email or phone call if multiple days (more than 2) are missed without notifying the school.
## 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	- Parents to keep Operoo profiles update with current contact details.

Monitoring school attendance - Required procedures	School to detail
Communicating the school's expectations for attendance For communicating with families and school community about the expectations for attendance at school.	• This will be on the school website and also be published in the school newsletter.
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	• NForma program • School Principal or delegate.
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	• Follow Responding to Student Absences Process
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	Sign in on register in the Foyer.
Early departure from school Students who leave school prior to the scheduled finishing time.	Sign out register in the Foyer

Policy information table

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