



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>Frequency of recording attendance</p> <ul style="list-style-type: none"> • Primary school – twice daily • Secondary school – every lesson 	<ul style="list-style-type: none"> • Add frequency and method used to record attendance • Include responsibility for who records this information • 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"> • Method for notification to school • Include the text/telephone number/email address/school attendance officer details • Time by which parent/guardian/carer is to notify school

Monitoring school attendance - Required procedures	School to detail
<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"> Include responsibility for this task and method for notification to teachers e.g. ICON/SIMON etc. Use discretion when sharing sensitive information about absences, use general codes where possible
<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"> Include person responsible for these tasks and the process used on the day of absence to contact parent/guardian/carer for explanation of absence
<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"> Include responsibility for this Include method of recordkeeping
<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"> Include how the school will follow up absenteeism Include who is responsible for each task
<p>Contact details for parents/guardians/carers</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"> Outline the school's process Responsibility for updating records Ensure preferred contact is noted, especially for split families Ensure relevant information is included for shared custody arrangements and who is primary contact on certain days

Monitoring school attendance - Required procedures	School to detail
<p>Communicating the school's expectations for attendance</p> <p>For communicating with families and school community about the expectations for attendance at school.</p>	<ul style="list-style-type: none"> Outline the school's process and include responsibility for this task
<p>Attendance recordkeeping</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 Student Absences Process</p>	<ul style="list-style-type: none"> Outline the school's process and include responsibility for this task
<p>Attendance improvement strategies</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"> Follow Responding to Student Absences Process 	<ul style="list-style-type: none"> Outline the school's process and include responsibility for this task
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>	<p>Outline the school's process</p>
<p>Early departure from school</p> <p>Students who leave school prior to the scheduled finishing time.</p>	<p>Outline the school's process</p>

Policy information table

Approval authority	Director, Learning and Regional Services
Approval date	21 September 2023
Publication details	CEVN