Melbourne Archdiocese Catholic Schools

Monitoring School Attendance Procedures
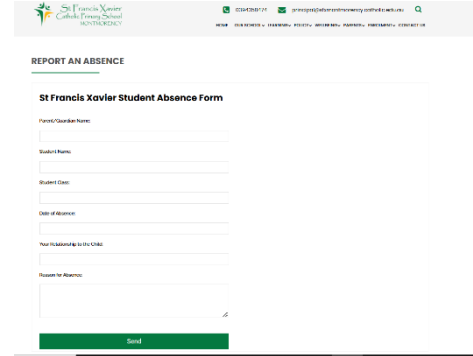### St Francis Xavier Primary School Montmorency

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 • St Francis Xavier Primary school – twice daily	• nForma (Reporting & School Management program) – nRoll Tab – Find relevant class • Classroom teachers take the roll twice a day, no later than 9:10am & again at 1:50pm • School Admin Officer transfers CRT paper copy of the roll when a classroom teacher is absent. • 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 • See **Student Absence Guidelines for MACS Schools** for reasonable excuses and absence codes	• Parents notify St Francis Xavier Primary School via the Absences tab on the school website: (https://www.sfxmontmorency.catholic.edu.au/page/249) • Parents may also notify classroom teacher of their child in writing if an absence is known before or ring the school office on 9435 8474. • Students need to notify the school of their child's absence no later than 9am on the day of their absence. • Parents request permission from the SFX Principal for extended absences during the school term e.g., Family holiday

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	- When Parents notify St Francis Xavier Primary School via the Absences tab on the school website this goes directly to the Principal. The Principal then forwards it to the child's classroom teacher and School Administration Officer to record against the child's name on nForma. - The following information is shared via the online portal: - Classroom teachers are responsible for contacting parents/guardians and checking in on a student's health when a child is absent for 3 or more days. (when there is an explained absence) - Parents must seek approval from the Principal when students will be absent for an extended period of time (e.g. Family Holiday)
## Attendance/absence reports - To follow up students absent **without** explanation - Follow **Responding to Student Absences Process**	- Please refer to the MACS Schools Process for Responding to Student Absences outline. - SFX Administration Officer/Database Manager are responsible for accessing nForma attendance register each day and activate SMS to parents for a student absence without a reason (parents have not notified the school that their child is absent). This is completed at 9:45am. - If contact cannot be made with the parent, contact should be made with the emergency contact/s nominated on the student's file held by the school - Classroom teachers are responsible for contacting parents/guardians and checking in on a student's health when a child is absent for 2 days without explanation. - The Student Diversity Leader is responsible for engaging parents and supporting students return to school via Adjustment Plans and PSGs when there is ongoing unapproved absences or absences without explanation.

Monitoring school attendance - Required procedures	School to detail
Record of student absence from school (days) • To be recorded on student files and student reports	• As part of Reporting in Semester 1 and Semester 2 each year, number of days of absences for each child are recorded. This includes late arrivals or early pick up. Classroom teachers also make a comment in regards to the number of absences for the Semester, e.g. It has been pleasing to see *** at school on a regular and consistent basis. **Or** **** has had frequent absences and late arrivals throughout Semester Two. Whilst some of the absences were for personal reasons, many are unexplained absences which have significantly impacted his/her learning. It is vital that *** be on time and at school each and every day in order for him/her to continue to make progress with his learning.*
Concerns about absenteeism Implement **Staged Response to Non-Attendance** from **Responding to Student Absences Process**	• Please refer to the MACS Schools Process for Responding to Student Absences outline. • Classroom teachers are responsible for contacting parents/guardians and checking in on a student's health when a child is absent for 3 days without explanation. • The Student Diversity Leader is responsible for engaging parents and supporting students return to school via Adjustment Plans and PSGs when there is ongoing unapproved absences or absences without explanation. • Where a student is absent for an extended period of time due to a Medical Condition, the Student Diversity Leader and Classroom teacher will communicate with parents to put a plan in place for that child based on individual circumstances. • Where the rate of absenteeism is of concern, the school will follow up with the parents/guardians by arranging a meeting with the Classroom Teacher, Student Diversity/Wellbeing Leader and SFX School Principal.
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	• On enrolment to St Francis Xavier Primary School, it is the responsibility of parents and guardians to accurately complete the Enrolment Application Form that includes their name, address, contact phone numbers, emergency contacts and any other paper work, e.g. custody orders that may effect their child. • Each year, it is the responsibility of the School Database Manager to produce class lists, family contacts for teaching staff & administration records. They need to maintain up to date student & family records in ESIS. Information is then automatically updated in nForma.

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	• Each year, it is the responsibility of the School Database Manager, to send out the Student Confidential Information Form for parents to complete to ensure school has accurate information in regards to Parents Names, address, contact phone numbers, emergency contacts and any other relevant information. This is then cross checked in the ESIS system. • Where there is a blended family, parents and guardians are also to indicate if there is a preferred contact or if there are custody arrangements that the school needs to follow. This is included on the child's profile by the School Database Manager. • Court Orders provided to the school are held in the office and student's file. It is also noted on nForma.

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.	• Each year, St Francis Xavier Primary School Principal, includes in the Term 1 newsletters, the procedures for notifying the school when a child is absent. These newsletters are available all year via the school website. Newsletters go out weekly in hard copy, via email, via our school Updat-ed App, SFX Facebook page, and via the school website. • Parents will be notified upon enrolment, via the School Handbook, the school newsletter and the school App (Updat-Ed) of the expectation around regular school attendance and how to notify the school in case of an absence. The annual rates of school attendance (per year level & school) is reported on the Annual Report to the school community and in the school newsletter once a year.

Monitoring school attendance - Required procedures	School to detail
## 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	- Please refer to the MACS Schools Process for Responding to Student Absences outline. **FOLLOWING UP ABSENCES:** Most absences will be excused and require no further follow up. In the event of an unexplained absence where contact has been made and the student's safety established, but no written explanation has been provided within 10 school days, the absence will be recorded as unexplained and noted in the student's file(N-Forma Wellbeing). The parents will also be notified that if their child reaches five days of unapproved or unexplained absence in the preceding 12 months then the school and Principal will work with the parent or legal guardian to implement the appropriate support or intervention to assist the child attend school every day and remain at school during school hours. Where this support and intervention does not improve their child's attendance, the Principal will refer the matter to Melbourne Archdioceses Catholic Schools. (Student Wellbeing Department) **No Reasonable Excuse:** In the event that St Francis Xavier Primary School has determined that a parent has not provided a reasonable excuse, the school will notify the parent in writing or via email to inform them that the absences have been recorded as such. The school will take care to ensure that, wherever possible, this letter or email is addressed to the parent who has been deemed responsible for the child's absence on the relevant day(s). Melbourne Archdioceses Catholic Schools Eastern Regional office will also be contacted for further advice.

## 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
	St Francis Xavier Primary School regularly monitors attendance and absence patterns, and reviews the explanations to determine students at risk of poor attendance or who may become disengaged.
	Where attendance concerns are identified, the school will meet with the parents/guardians to formulate improvement strategies. Improvement strategies will be considered where:
	  » There has been a significant number of parent approved, health-related issues;
	  » The absence is having a significant impact on a student's educational attainment, achievement and development;
	  » A student has been truanting (absent without parental consent);

Monitoring school attendance - Required procedures	School to detail
	» A parent reports that a student refuses to attend school; » There has been no explanation for the student's absence; » A parent repeatedly fails to provide a reasonable excuse for their child's absence. Improvement strategies will be implemented as an early intervention approach to identify any underlying issue affecting attendance and support the school can offer to assist the student's ability to attend school. To ensure the appropriate improvement strategies are identified the school will: » Further investigate the reasons for the student's absence (the actual reason may differ to the explanation initially provided); » Organise a meeting with the parent and a relevant teacher or other staff member at the earliest opportunity to identify the issues related to the non-attendance and to plan for improvement; » Ensure they notify a parent in writing each time the school considers they have not provided a reasonable excuse for the absence. The impact of absences on a student's educational attainment, achievement and development will depend on a number of factors. The following factors will be considered when identifying appropriate improvement strategies for individual students: » Number of days of absence; » Number of consecutive days of absence; » Reason for the absence; » Time of year; » Age of the student; » Type of learning that will occur outside school. • Attendance improvement strategies, interventions and levels of adjustment are implemented where the absence is having a significant impact on a student's educational achievement and development, including an Attendance Student Support Group, Personalised Learning Plan, Student Absence Learning Plan and Return to School Plan. This is led by the Student Diversity/Wellbeing Leader. • Strategies for supporting attendance of students in out-of-home care, experiencing homelessness, Aboriginal and Torres Strait Islander (ATSI) families, overseas

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	students, students with disabilities, students with cultural and linguistically diverse backgrounds and newly arrived families are implemented • **MACS is to be advised prior** to a referral to a DET School Attendance Officer when a student has been absent from school on at least five full days in the previous 12 months without a reasonable excuse for absence
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	When a child arrives late at school, parents must sign their child in via PassTab at the school office and indicate the reason for the late arrival.
## Early departure from school Students who leave school prior to the scheduled finishing time.	When a child is picked up early from school, parents must sign their child out via PassTab at the school office and indicate the reason for the early pick up.

Policy information table

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