



# Monitoring School Attendance Procedures

Caroline Chisholm Catholic College



## Purpose

For use in Caroline Chisholm Catholic College to outline the requirements for procedures within the school to monitor student attendance. This is an outline of our school-based procedures in reflection of the requirements of MACS schools.

## Procedures

Monitoring school attendance - Required procedures	School to detail
<p><a href="#">Frequency of recording attendance</a></p> <ul style="list-style-type: none"> <li>Secondary school – every lesson</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at the college is checked each lesson and absences are recorded on Compass.</li> <li>The subject teacher and is responsible for recording attendance.</li> <li>For events that take place outside of scheduled classes, such as assemblies, excursions, etc, an event is created by the and the supervising teacher is responsible for recording attendance</li> <li>See <a href="#">Student Absence School Guidelines</a> for school approved absence codes</li> </ul>
<p><a href="#">Notification of absence by parent/guardian/carer</a></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"> <li>Follow Responding to Absence Process <a href="#">[link]</a></li> <li>See <b>Student Absence Guidelines for MACS Schools</b> for reasonable excuses and absence codes</li> </ul>	<ul style="list-style-type: none"> <li>Parents are required to notify the College by entering the absence on Compass by 9:30am.</li> <li>Parents can notify Student Absence line 9296 5333, however absence will be required in written format on Compass by the parent following the call.</li> <li>Parents/guardians/carers can Email <a href="mailto:studentservices@cccc.vic.edu.au">studentservices@cccc.vic.edu.au</a> to notify absence.</li> <li>Parents who do not inform the College of an absence will receive a text message from the College at 10:00am each morning.</li> </ul>

Monitoring school attendance - Required procedures	School to detail
<p><b>Recording the reason for absence</b> To be recorded if known</p> <ul style="list-style-type: none"> <li>Teachers to be notified of absence and reason</li> </ul>	<ul style="list-style-type: none"> <li>If a staff member receives written communication of the student's absence from families, the teacher forwards the message to the College administration office. <a href="mailto:reception@cccc.vic.edu.au">reception@cccc.vic.edu.au</a> or <a href="mailto:studentservices@cccc.vic.edu.au">studentservices@cccc.vic.edu.au</a></li> <li>Office staff will notify teachers of any absence throughout the day if notified late.</li> <li>Staff use discretion when sharing sensitive information about absences, using general codes where possible.</li> </ul>
<p><b>Attendance/absence reports</b></p> <ul style="list-style-type: none"> <li>To follow up students absent <b>without</b> explanation</li> <li>Follow <b>Responding to Student Absences Process</b></li> </ul>	<ul style="list-style-type: none"> <li>Parents/Guardians receive an SMS notification at 10.00am each morning on the day of the absence by the respective reception staff member, requesting for written confirmation of an absence.</li> <li>Following Student Absence Process: Stage 1 - Office administration If parents do not respond by 10.30am, the attendance officer will call directly. If no contact can be made with parent 1, parent 2 will be called, or contact will be made with emergency contacts.</li> <li>Stage 2 – Year Level Coordinators/Director of Campus In the event that contact cannot be made by the attendance officer, the concern is referred to the Year Level Coordinator/Director of Campus.</li> <li>If there is no contact made, the matter is referred to Stage 3 – Deputy Principal and further escalation if required.</li> </ul>
<p><b>Record of student absence from school (days)</b></p> <ul style="list-style-type: none"> <li>To be recorded on student files and student reports</li> </ul>	<ul style="list-style-type: none"> <li>Office Administration</li> <li>All absences are recorded on Compass daily to the students Compass profile.</li> </ul>
<p><b>Concerns about absenteeism</b> Implement <b>Staged Response to Non-Attendance</b> from <b>Responding to Student Absences Process</b></p>	<ul style="list-style-type: none"> <li>Following Staged response after stages 1 and 2: Stage 3 – Year Level Coordinator/Director of Campus Stage 4- Deputy Principal Stage 5 - MACS Regional Office</li> </ul>

Monitoring school attendance - Required procedures	School to detail
	<p>Stage 6 - Department of Education</p> <p>Where the rate of absenteeism is of concern, the school will follow up with the parents/guardians/carers by the Student Wellbeing Team.</p> <p>Students are expected to attend school as required by the College Timetable. Where students are absent from school, the Learner Mentor will assume primary responsibility for monitoring and responding to the issue. Where a pattern of behaviour regarding attendance is observed a range of restorative and reflective measures can be employed to assist and insist that students establish an acceptable attendance record.</p> <p>The aim of action should be to work with students and families to have students attend school, ready to participate in the learning program.</p>
<p><a href="#">Contact details for parents/guardians/carers</a></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"> <li>• Compass provides contact information for each parent/guardian</li> <li>• Parents maintain responsibility for updating records.</li> <li>• Parents are required to provide up-to-date contact details and notify the school of any changes to contact details or address.</li> <li>• Preferred contact is noted by residential contacts and non-residential parents who have shared custody arrangements and who is the primary contact.</li> <li>• The College Database Administrator maintains all Court Orders that inform the school of legal proceedings involving families</li> </ul>

Monitoring school attendance - Required procedures	School to detail
<p data-bbox="215 300 920 328"><b>Communicating the school's expectations for attendance</b></p> <p data-bbox="215 357 981 418">For communicating with families and school community about the expectations for attendance at school.</p>	<p data-bbox="1043 300 1574 328">Information is provided to families through:</p> <ul data-bbox="1043 344 2063 577" style="list-style-type: none"> <li data-bbox="1043 344 1442 373">• The College Enrolment form</li> <li data-bbox="1043 389 1693 418">• Year Level Parent Information evenings annually</li> <li data-bbox="1043 434 1487 462">• Letter communication to all staff</li> <li data-bbox="1043 478 1682 507">• Targeted communication to families for students</li> <li data-bbox="1043 523 2063 577">• Guidelines around attendance and lateness in classrooms for students to read and refer to.</li> </ul> <p data-bbox="1043 632 2051 756">For communicating with families about the expectations for attendance at school, parents are made aware of the College attendance policy. The Deputy Principal Student Wellbeing posts reminders in the College newsletter and parent portal on Compass.</p> <p data-bbox="1043 788 2051 912">Every student is expected to be at school every day. Students must attend above 90%. If a student's attendance drops below 90%, their Learner Mentor in the first instance will follow up. If this does not improve, it is escalated to the Year Level Coordinator, and then the Director of Campus.</p>

**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

For maintaining records about attendance, including records about students who have been absent from school without reason for long periods of time.

The information is retained indefinitely and copies of information in the database are stored online with backups maintained at regular intervals. The data is kept for each calendar year and shows a minimum of the twice-daily attendance checks and any reasons for absence.

For attendance that is unexplained. Student Services / Admin follow the ‘Unexplained absence process’ and make calls from 10am.

Information about the number of days of absence are recorded on student files and on student reports by information that is automatically generated on Compass. All staff have access to attendance data.

Monitoring school attendance - Required procedures	School to detail
<p data-bbox="212 300 658 328"><b>Attendance improvement strategies</b></p> <p data-bbox="212 359 987 453">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 data-bbox="212 467 875 496" style="list-style-type: none"> <li data-bbox="212 467 875 496">● Follow Responding to Student Absences Process</li> </ul>	<p data-bbox="1041 300 2000 360">The College implements the following process when planning to address and improve attendance for students not meeting the requirements:</p> <ol data-bbox="1041 371 2078 991" style="list-style-type: none"> <li data-bbox="1041 371 2078 400">1. A member of the student's pastoral team engages with family to identify barriers.</li> <li data-bbox="1041 411 1391 440">2. A support plan is devised.</li> <li data-bbox="1041 451 2078 991">3. Re-engagement strategies may include: <ul data-bbox="1093 491 2078 991" style="list-style-type: none"> <li data-bbox="1093 491 1688 683">● workload issues, which may be addressed by: <ul data-bbox="1137 531 1688 683" style="list-style-type: none"> <li data-bbox="1137 531 1384 560">- reducing workload</li> <li data-bbox="1137 571 1464 600">- workload re-organisation</li> <li data-bbox="1137 611 1688 639">- provision of homework clubs/study sessions</li> <li data-bbox="1137 651 1384 679">- reduced timetable</li> </ul> </li> <li data-bbox="1093 694 1973 722">● connection to school counselling and/or external health professionals</li> <li data-bbox="1093 734 1720 762">● referral to external supports ie: Orange Door, etc</li> <li data-bbox="1093 774 1464 802">● referral for academic testing</li> <li data-bbox="1093 813 1402 842">● course pathway review</li> <li data-bbox="1093 853 1368 882">● restorative meetings</li> </ul> </li> <li data-bbox="1041 893 2078 991">● Data of Late to Period 1 is collected weekly and emailed to Learner Mentors to follow up, Year Level Coordinators, Director of Campus, and Deputy Principal are emailed also to be informed.</li> </ol> <p data-bbox="1041 1002 2045 1198">Students are expected to attend school as required by the College Timetable. Where students are absent from school, the Learner Mentor will assume primary responsibility for monitoring and responding to the issue. Where a pattern of behaviour regarding attendance is observed a range of restorative and reflective measures can be employed to assist and insist that students establish an acceptable attendance record.</p> <p data-bbox="1041 1225 2029 1286">The aim of action should be to work with students and families to have students attend school, ready to participate in the learning program.</p> <p data-bbox="1041 1313 1543 1342">Refer to Student Attendance Guidelines.</p>

<b>Monitoring school attendance - Required procedures</b>	<b>School to detail</b>
	If a student continues to not attend, despite school intervention, the school will make a referral to external agencies for support such as Navigator.
<b>Procedures for students arriving or departing outside scheduled school hours</b>	<b>School to detail</b>
<p><b>Late arrival to school</b></p> <p>Process for students who arrive at school later than scheduled starting time</p>	<p>For students who arrive at school later than the scheduled starting time.</p> <p>Students who arrive late to school will report to the relevant School Office, where they will sign in via the Compass Kiosk and receive an 'Arrival' docket to present class teacher.</p>
<p><b>Early departure from school</b></p> <p>Students who leave school prior to the scheduled finishing time.</p>	<p>For students who leave at school prior to the scheduled finishing time.</p> <p>Students who leave school prior to the scheduled finishing time, must have a note from home, or email. The student signs out via the Compass Kiosk. Students leaving early in Year 12 due to a study period, or leaving to attend off-site VET, sign out manually at student services in the logbook.</p>

## Policy information table

<b>Approval authority</b>	Director, Learning and Regional Services
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