



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"> Marymede Catholic College staff record attendance at morning Pastoral and at the start of each lesson during the school day Attendance is recorded electronically in SIMON 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"> Notification of an absence should be made by contacting the relevant campus Student Attendance Officer via Student Absences phone line 9407 9090 or emailing the Student Absence Email at absentees@marymede.vic.edu.au Parents/guardians/carers are required to notify the school by 8:30am of the reason for any absence from school on the day of absence.

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"> Where the reason for absence is known, the reason is recorded in SIMON by the relevant campus Student Attendance Officer and the teachers are notified of the absence and reason (via SIMON class roll).
<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"> If a student is absent without explanation, the relevant campus Student Attendance Officer school will contact the parent/guardian/carer (and emergency contacts, if necessary) for an explanation as soon as possible on the day of absence. This will first occur via SMS and then via phone call and email.
<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"> Information about the number of days of absence are recorded on student files and on student reports by the relevant campus Student Attendance Officer, via SIMON
<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"> Where the rate of absenteeism is of concern (80-95%), the school will follow up with the parents/guardians/carers by the primary Core Teacher / Secondary Pastoral Teacher. Where this follow-up does not result in increased attendance (60- 80%), the Director of Students (and House Leader, for Secondary students) will become involved. Where student non-attendance becomes a chronic concern (below 60%) the Deputy Principal Student Wellbeing P-12 will become involved
<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"> Parents/guardians/carers are required to provide up-to-date contact details and notify the school of any changes to contact details or address by calling Main Reception 9407 9000 or emailing reception@marymede.vic.edu.au Where the College becomes aware of contact details that are no longer accurate, the Registrar will make contact with the parent/carer/guardian to update details Both the Synergetic and SIMON systems provide alerts for split families, for shared custody arrangements and any restrictions for contact

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"> • Expectations for attendance at school are placed in the enrolment prospectus and reiterated via the College newsletter at the start of each semester. These are communicated by the relevant head of campus Deputy Principal
<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"> • All attendance records are kept in SIMON • Directors of Student Wellbeing and Secondary House Leaders and regular review aggregate attendance data and identify long-term absentees and those with significant unexplained absence days • Significant absence cases will also be escalated to the Pathways & Progress Team, led by the Deputy Principal Student Wellbeing P-12
<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"> • Where school attendance is irregular, the College will work with families on strategies to re-engage students, and to establish contact with external departments and agencies • Initially, Directors of Student Wellbeing and Secondary House Leaders liaise with families to re-engage students, providing access to counselling where appropriate • Where further supports are needed, Orange Door and MACS Student Wellbeing teams are engaged. For some cases, external psychologists and teams – such as Austin CAMHS – may become involved
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>Secondary students should sign-in at Main Reception, presenting a written parent / guardian note explaining their lateness. Their arrival is logged at the laptops at Main Reception, then students head to class.</p> <p>Primary students should be accompanied by a parent / guardian to Main Reception to explain their late arrival and to sign in via the laptops at Main Reception. Prep – Year 2 students will then be escorted to class by a staff member. Year 3 – 6 students can head to class independently.</p>

Monitoring school attendance - Required procedures	School to detail
<p>Early departure from school Students who leave school prior to the scheduled finishing time.</p>	<p>Early dismissal requests for students to leave the college early should be made in writing by the parents / guardian and be addressed to the relevant Core Teacher / House Leader, preferably the day prior to the early dismissal. Students should present this note to the House Leader or Director of Students via their teacher during morning pastoral group (alternatively, a parent may email it to the relevant person at least one school day prior).</p>

Policy information table

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