Principal

- The principal is responsible for ensuring that student attendance and monitoring are communicated to staff and parents and procedures are effectively implemented.
- The principal will notify parents/carers if student attendance rate has been unsatisfactory and follow up where no verification of an absence has been provided.
- The principal will initiate support strategies for a student with unsatisfactory attendance or where a student is refusing to come to school.
- The principal will ensure role description of the administration officer/s will state that they are responsible to follow-up on unexplained absences by 10am or as soon as practical and for maintaining a current register of parent/carer contact details.

Teachers

- Each day the student attendance register, available on SIMON, is released by the administration staff for teachers to record student attendance.
- Teachers are responsible for completing the attendance register electronically twice a day at:
    - - before commencement of morning session
    - - before commencement of afternoon session
- The register is marked using the following codes
    - 1- if student is in attendance
    - 0- if student is absent without verification from parent/carer
    - N- if student is absent and parent/carer have given a reason such as through note, text message or phone call or using school App
    - R- student is on a school-related activity such as an excursion

Administration Staff

- Contact details of parents/guardians will be accurately maintained. Reminders to update contact numbers will be in school newsletters.
- Administration staff will check the daily attendance register for each class. If a parent has not verified an absence, an administration officer will contact the parent/carer by 10am (or as close as practical) of that day or refer the matter to the principal. This includes unexplained absences for post-compulsory aged students. (Refer to CECV Unexplained Absences resource available on eSORT (Section 4.8)
- If no response has been made by the parent after a request for verification of an absence, the matter will be referred to the principal.

Parents

- Parents/Carers are expected to provide an explanation for students who are absent by 10am, This can be done in writing or by phone / text. In instances where the parent has not provided an explanation in writing administration staff will note in their diaries the phone / text conversation.
- If a student is required to leave school for part of the day, the parent /carer must collect the student from the administration office. The parent /carer must sign the student out in the Student Within School Time Absence Book. On return, the parent/carer must come to the administration office with the student and sign the child in.

Monitoring Attendance

- All records of contact and attempted contact with families regarding student absences will be recorded and the records kept
- Teachers are required to monitor student absence. Administration staff are able to provide a summary report on student attendance for a specific class. If there are any concerns, it is the teacher's responsibility to discuss the concern with the principal.
- The principal will monitor overall attendance via summary attendance reports. The principal will discuss with classroom teacher any specific concerns regarding a student and will ensure that contact is made with the family regarding attendance levels.
- Unsatisfactory attendance is recorded on student file.
- The Student Report, provided twice a year, has information on the student's attendance as a percentage of number of days for that reporting period.

Notes from Parents/Carers

- Teachers are required to keep parent/carer notes regarding student absence.
- Administration staff will print any notes that are sent via the school App.
- Parents/Carers that have sent a text message or phoned are required to provide a note when the student returns to school.
- Responsibility of parent/carer informing the school is provided in the Parent /Carer Handbook.
- All notes are returned to the Administration Office at the end of the year. Notes are then archived.

Resources

The School Policy Advisory Guide- Attendance- refer to Attendance Guidelines
http://www.education.vic.gov.au/school/teachers/studentmanagement/Pages/attendance.aspx

Student Attendance: Every Day Counts (Department of Education and Training, Victoria) is available on CEVN/wellbeing. It explains the process for Catholic schools in the Diocese of Ballarat as well strategies to encourage student attendance.