**St. Mary’s School – Swan Hill** 

**Attendance Monitoring and Register Procedures**

**Statement Updated: 2019**

**Statement Review: 2022**

St Mary’s School recognizes the importance of regular attendance for all school-aged children in their educational and social development. Children who attend school regularly have better health outcomes, better employment outcomes, and higher income levels across their lifespan. It is important that children develop habits of regular attendance at an early age to maximise their life opportunities. The school will communicate these expectations to parents on enrolment and through regular updates such as the school newsletter.

Students are expected to attend school during normal school hours every day of each school term unless:

* There is an approved exemption
* The student is registered for home schooling and has only partial enrolment
* Students are considered to be in attendance at school if they are involved in an offsite curriculum program or activity organized by the school.

**Teacher Responsibilities**

***Recording Attendance***

* Each day the student attendance register, available on SIMON, is released by the administration staff for teachers to record student attendance.
* Students arriving late in the morning report to the office to have their attendance amended on SIMON – Late to School Pass
* Teachers are responsible to complete the attendance register electronically twice a day at:
  + 8.55am- before commencement of morning session
  + 1.55pm- 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 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 SMS or phone after 9.30am of that day.
* 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 must sign the student out (done by Administration Staff in SIMON). On return, the parent must come to the administration office with the student and sign the child back in.
* Students leaving early must leave via the office to have their departure recorded on SIMON.

***Monitoring Attendance***

* 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***

* Teachers are required to keep parent notes regarding student absence.
* Responsibility of parent in informing the school is provided in the Parent Handbook.
* All notes are returned to the Administration Office at the end of the year. Notes are then archived.

***Attendance Improvement Strategies***

* Attendance improvement strategies will be implemented for any student who has been absent more than five days in a school term, or in situations where school refusal is a factor in attendance. A support group may be established if the principal believes that the individual student and / or family require this support. The school will refer to Every Day Counts (DET) and use the CECV process outlined on CEVN/Curriculum and Student Support/Every Day Counts.
* The principal will contact the Catholic Education Office in accordance with CECV procedures if the school strategies are not assisting in improving attendance of an individual student.

**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.