



Student Attendance Policy

Rationale:

Schooling is compulsory for children and young people aged 6 – 17 years unless an exemption from attendance has been granted. Daily school attendance is important from all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. Children and young people who regularly attend school and complete Year 12 or an equivalent qualification have better health outcomes, better employment outcomes, and higher incomes across their lives. It is important that children develop habits of regular attendance at an early age. (*School Attendance Guidelines dated 17th March 2014, The Hon. Martin Dixon MP Minister for Education*)

Aims of Policy:

- To maximise learning opportunities by ensuring absenteeism of students is kept to a minimum.

MONITORING STUDENT ATTENDANCE

As a matter of efficient management of student records and in the interest of student wellbeing, it is important that the school maintains accurate attendance data in order to:

- Monitor daily attendance
- Identify absences from school or class
- Follow up unexplained absences
- Notify parent/guardian regarding unsatisfactory attendance
- Record unsatisfactory attendance information on student files

Implementation:

- Attendance checked twice daily and entered electronically on 'nForma'
- Parents/guardians are required to notify the school of the reason for any absence, all absence notes are archived
- Where the reason for absence is known, the reason is entered onto the electronic data base
- If a student is absent for a period of 3 days without explanation, the school will contact parents/guardian for an explanation
- If a student is frequently absent without explanation, the school will contact parents/guardian for an explanation
- The number of days absent are recorded on student reports
- Where the rate of absenteeism is deemed to be of concern, the school follows up with parent
- The 'Skoolbag' App allows parents to electronically notify the school of student absence.



- If a student's attendance is becoming a concern then the Principal or Student Welfare Leader is notified and contacts the parents directly to initiate discussions and put in place any required procedures. If the school is not successful in ensuring that students are at school then contact is made with the Catholic Education Wellbeing department and every effort continues to be made to ensure that the student is back at school. Parents will continue to be our first point of contact and we will always work to support parents in ensuring regular school attendance is a priority. If all other avenues are exhausted the matter will be referred to the DET School Attendance Officer.

Evaluation:

The Student Attendance Policy will be evaluated and reviewed as part of the 4 year School Review cycle.

Date of last review: July 2017

Date for Review: 2020