

Student Attendance

Source of Obligation

The Victorian Registration Standards (sch 4 cl 10) (CECV Guidelines ref 4.6) require that we must make provisions to:

- monitor the daily attendance of each student enrolled at the School; and
- identify any absences of a student from School including classes; and
- follow up any unexplained absences of a student from the School or classes; and
- notify any parent or guardian regarding a student's unsatisfactory school or class attendance; and
- record information regarding a student's unsatisfactory attendance at school or classes on their student file.

The Victorian Registration Standards (sch 4 cl 11) (CECV Guidelines ref 2.4) require that we must maintain a student attendance register recording the attendance of students of compulsory school age (i.e. 6-17 years). An attendance register records any unexplained absences to ensure:

- the care, safety and welfare of students
- continuity of learning.

An attendance register must record student attendance at least twice a day and record any given or apparent reason for student absences.

Daily Attendance Register

Holy Rosary keeps a register of the daily attendance of all students at the School in electronic form. The register of daily attendance records the following information for each student:

- daily attendance
- absences
- reason for absence
- documentation to substantiate reason for absence.

Attendance is checked at least twice a day, at:

- 9:05am (after the morning bell)
- 2:20pm (end of lunch)

Monitoring Daily Attendance

Holy Rosary has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from school or class:

It is the responsibility of the Pastoral Care & Wellbeing Leader and Office Administration Staff to ensure that student daily attendance is being effectively monitored.

Following Up Unexplained Student Absences

Holy Rosary has implemented the following systems and procedures in order to follow up unexplained absences from school:

- Where an absence has not been explained by 10.00am an SMS Text message is forwarded to the student's parents notifying them of the absence and requesting that they immediately contact the School. This notification is made on the same day, as soon as practicable, including for post-compulsory aged students.
- Where the absence remains unexplained at 11am, an Office Administrator makes a follow up phone call home. If the absence remains unexplained, it will be reported to the Pastoral Care & Wellbeing Leader for investigation and follow up.
- All information in relation to unsatisfactory attendance is recorded on students' files and information with respect to attendance is provided in each student's school report.
- The requirement to follow up unexplained absences is included in the role descriptions of identified staff.

Notification of Parents and Guardians of Unsatisfactory Attendance

Holy Rosary has implemented the following systems and procedures in order to notify parents and guardians of unsatisfactory attendance:

- Where a student is unsatisfactorily absent from school, the School will contact the parents directly to seek an explanation and to remind parents of their child's obligation to attend school.
- Where parents repeatedly fail to inform the School of absences the Principal (or delegate) will contact them directly seeking an explanation and to remind them of their obligation to report absences.

Parents and carers are regularly reminded to ensure that any changes to their contact details are communicated to the School.

Records of the Register of Daily Attendance

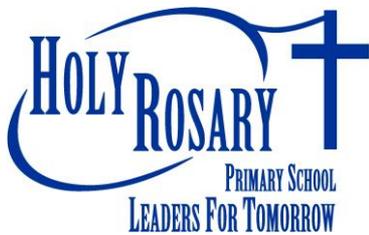
The register is retained indefinitely and copies of information in the register are stored off-site at regular intervals. The register is kept for each calendar year, and shows the twice-daily attendance checks and any reasons for absence.

School Attendance Guidelines

Holy Rosary has referenced the information in the School Attendance Guidelines in relation to the development of this policy.

Implementation

Holy Rosary has set up a series of compliance tasks in the attendance monitoring procedure document, to ensure that key obligations under the Victorian Registration Standards and CECV Guidelines are managed effectively.



Holy Rosary Primary School White Hills

Related Policies

Student Non-Attendance

Evaluation & Review

This policy will be reviewed as part of Holy Rosary's overall cyclical review process and should be read in conjunction with the Holy Rosary Child Safe policies.

This policy was ratified by the Holy Rosary Governing Authority in 2020.