



Attendance Monitoring

St Mary MacKillop College 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.

Procedures

- Homeroom and Classroom teachers will record attendance, and late arrivals, at the start of each scheduled lesson; including those days when the class may be off site.
- A student is present for a half day when the student has attended at least two hours of instruction.
- Daily attendance is monitored using the software – SIMON, and a tally of days absent and late arrivals is included on the student's semester reports
- Parents are expected to provide an explanation for students who are absent. This can be done in writing or by phone / text. Explanations will be recorded in Student Attendance on SIMON. This must be provided by 10 am on the day the student is absent. Parents will be reminded in newsletters and Parent Handbook.
- Specific attendance information is set out in the Year 11 and 12 Handbook for VCE, in particular when a student will miss a SAC due to an absence.
- If a child is absent and no communication has been received from the parent, an SMS will be sent by the staff member on duty in the Pastoral Care Centre.
- A report is also generated at the end of each day to identify any irregular absences throughout the day. These are followed up by the House Leader of the relevant student.
- Long term and / or unexplained absences will be followed up by the House Leaders and the Deputy Principal Teaching & Learning and parents will be informed, in writing, if the principal deems that they have not met their obligations under the *Education and Training Reform Act 2006*.
- All records of contact and attempted contact with families regarding student absences will be recorded and the records kept.

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.