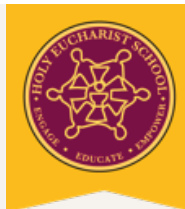


# HOLY EUCHARIST SCHOOL

## Procedures for monitoring school attendance



1. Notification of an absence can be made by contacting the school office on 8312 0900. Alternatively, parents/carers can leave a message on the phone to report an absence.
2. Parents/guardians/carers are required to notify the school by 9:00am of the reason for any absence from school on the day of absence.
3. Where the reason for absence is known, the reason is recorded by either Suzanne Smart or Mandy Huong and the teachers are notified of the absence and reason for this.
4. Attendance at the school is checked twice daily; by Suzanne Smart or Mandy Huong [i.e. at 9:15am and again at 12:15pm] by logging onto the ICON portal.
5. The attendance reports are accessed by Suzanne Smart or Mandy Huong to follow up students who are absent without explanation.
6. If a student is absent without explanation, the school will contact the parent/guardian/carer for an explanation as soon as possible on the day of absence by Suzanne Smart or Mandy Huong.
7. Information about the number of days of absence are recorded on student files and on student reports by Suzanne Smart or Mandy Huong.
8. Where the rate of absenteeism is of concern, the school will follow up with the parents/guardians/carers by the Learning Diversity/Wellbeing Leader [Julie Semcesen] and the Principal [Michael Bonnici].
9. Parents are required to provide up-to-date contact details and notify the school of any changes to contact details or address.

### Procedure for late arrival at school

- If a student arrives at school later than the scheduled starting time, they will be required to report to the office. Students will be given an **orange card** which indicates that Suzanne Smart or Mandy Huong have recorded the student's attendance as 'late for school' on ICON portal. Students in Grades Prep to Grade 2 will need to be escorted to the classroom by the parent/guardian. The student is then required to give the **orange card** to the classroom teacher.
- If a student arrives at the classroom later than the scheduled starting time without an **orange card**, the teacher will be required to send the student to the office, so that their late attendance is recorded on ICON portal. If their parent is not present, the student is sent to the office with a partner.

### Procedure for leaving school before the normal departure time

- If a student needs to leave school prior to the scheduled finishing time [i.e. before 3:00pm] the parent/carer will need to report to the office. The student will be called to the office and will be told to collect their bag. The parent/carer will be required to sign the Early Leavers register in the office. The office staff will record early leavers on the school attendance roll.
- If parents/guardians wish to pick up their child after 3pm, they can collect the student from the classroom.

## **Procedures for communicating about attendance expectations to parents/guardians/carers**

A review of the 'Attendance Guidelines for Schools' was undertaken by the Victorian Minister for Education in Term 4, 2017. As a result, the Attendance Guidelines now stipulate that: 'schools must advise parents/guardians of unexplained absences, on the same day, as soon as practicable, including for post- compulsory aged students'.

These Attendance/Notification changes have helped ensure the safety of school-aged children during school hours and have supported schools in fulfilling their duty-of-care obligations. The changes in the Attendance Guidelines were introduced in schools at the beginning of Term 1, 2018, and schools were required to have these guidelines implemented by the end of Term 2, 2018. Holy Eucharist School has adhered to these guidelines since 2018.

- If a child is absent the parent or caregiver must phone the school office explaining why their child is absent from school.
- If the parent/caregiver has not contacted the school to provide an explanation on the day of their child's absence, the school must attempt to contact the parent of the student. The school must record the absence and reason for the child's absence.
- In the event of extended absenteeism, without the school being notified, Holy Eucharist Primary School, in line with Melbourne Archdiocese Catholic Schools Policy (MACS), will contact the appropriate authorities.

Holy Eucharist School has communicated with families about the expectations for attendance at school in:

- The school newsletter
- The Parent/Carer Handbook
- The Annual Report to the Community
- The Enrolment section on the school website.

## **Attendance record keeping**

The following outlines the school processes for maintaining records about attendance, including records about students who have been absent from school without reason for long periods of time.

- When a child has been absent from school without reason for a period of 3 days, the administration staff will notify the Learning Diversity/Wellbeing Leader [Julie Semcesen].
- The Learning Diversity/Wellbeing Leader and Principal will follow the process for supporting student attendance and school engagement as per the "Responding to School Refusal, Truancy and Long-Term Student Absence" guidelines and procedures as outlined on the CEVN website. <https://cevn.cecv.catholic.edu.au/Melb/Student-Support/Attendance#resources>
- The Learning Diversity/Wellbeing Leader and Principal will seek assistance from MACS Wellbeing personnel.
- All of the above processes are documented and kept in the Learning Diversity/Wellbeing office.
- All communication between MACS and the school is done in consultation with the school Principal.

### **Attendance improvement strategies**

The following outlines the school processes for working with families and students where school attendance is irregular, including strategies to re-engage students, contact with external departments and agencies.

Once the school has been notified of the extended unexplained absence, a Parent Support Group (PSG) meeting will occur in collaboration with the School Counsellor to:

- Provide internal and external support and strategies to assist in re-engaging students back to school.
- Assist vulnerable students who require additional support in regards to school refusal, truancy and long-term student absence.