



School Attendance Procedures

The Victorian Registration Standards) (CECV Guidelines ref 4.8) require that we must make provisions to:

- monitor the daily attendance of each student enrolled at the school
- identify any absences of a student from school including classes
- follow up any unexplained absences of a student from the school or classes
- 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.

St John's keeps a register of the daily attendance of all students at the school in electronic form and twice daily printouts. The register of daily attendance records the following information for each student:

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

Attendance is checked at least twice a day, at:

9:00am (roll call); and

2pm (after lunch).

St John's has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from school or class:

Action	Person/s responsible
SIMON is used to record attendance	All teachers in charge of a class
Parents are responsible for ensuring that they notify the school to explain the absence of their children on any particular school day. Notification may be provided in person or via written correspondence such as email or by telephoning the school.	Parents / guardians
Class teachers take the class roll at 9am and after the conclusion of the lunch break at approximately 2pm.	All teachers in charge of a class
Any student arriving after 9am is expected to be signed in by a parent/guardian at the front office.	Parent/guardian
Office staff will then issue a "late sign in" card for the student to present to their teacher.	Office admin staff
If a student arrives after the roll has been taken and has not been signed in at the front office, they will be directed to do so by teaching staff.	Teacher in charge of class
All unexplained absences are followed up on the same day by a phone call/email or text message to the parents/guardian as soon as practical.	Office admin staff
All absences are recorded on SIMON. Reasons for absences are recorded by Office admin staff when the information is received via SkoolBag, verbal communication from parents or notification from the school office of phone calls.	Office admin staff
If absence is not communicated to the school parents are contacted. If parents are unable to be contacted emergency contacts are to be called.	Office admin staff
If no contact can be made to parents/emergency contact – Appropriate services are to be contacted.	Principal/Deputy Principal

St John's has implemented the following systems and procedures in order to follow up prolonged absences from school:

Action	Person/s responsible
In the case of a prolonged absence (3 days), the teacher will contact the student's parents by phone or email, asking about the student's welfare.	Classroom Teacher
Where student continue to be absent the matter will be reported to the Principal for investigation and follow up.	Classroom Teacher
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.	Principal

St John's has implemented the following systems and procedures in order to notify parents and guardians of unsatisfactory attendance:

Action	Person/s responsible
Where a student is unsatisfactorily absent from school, the Principal will contact the parents directly to seek an explanation and to remind parents of their child's obligation to attend school.	Principal
Where parents repeatedly fail to inform the school of absences the Principal will contact them directly seeking an explanation and to remind them of their obligation to report absences and follow the protocols from the School attendance Policy.	Principal
For chronic absenteeism the Principal shall contact the parents and ask for a doctor's certificate and /or will offer assistance e.g direct them to a counselling service, referral to Family First etc.	Principal
Where the Principal's attempts have been unsuccessful the matter will be referred to DOSCEL.	Principal
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.	Office Admin Staff