

## Purpose

For use in MACS schools to outline the requirements for procedures within the school to monitor student attendance. Principals are required to use this template to contextualise the school-based procedures.

## Procedures

Monitoring school attendance - Required procedures	School to detail
<p><b>Frequency of recording attendance</b></p> <ul style="list-style-type: none"> <li>Primary school – twice daily</li> <li>Secondary school – every lesson</li> </ul>	<ul style="list-style-type: none"> <li>School uses Compass as a way of recording the roll, rolls are taking by teachers at 9am and 2:10pm</li> <li>Classroom/Specialist teachers are to take the roll</li> <li>See <a href="#">Student Absence School Guidelines</a> for school approved absence codes</li> </ul>
<p><b>Notification of absence by parent/guardian/carer</b></p> <p>Notification by parent/guardian/carer of student absence and reason for absence</p> <p>Parents/guardians/carers are required to notify the school of any absence and reason for it on the day of absence</p> <ul style="list-style-type: none"> <li>Follow Responding to Absence Process</li> <li>See <b>Student Absence Guidelines for MACS Schools</b> for reasonable excuses and absence codes</li> </ul>	<ul style="list-style-type: none"> <li>The school notifies parents via text message at 9:30am if there is an absence that is unknown</li> <li>Absences can be logged via the compass app, parents can also call the school on 93374202</li> <li>Parents need to notify school of an absence by 9:30am</li> </ul>

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<p><b>Recording the reason for absence</b> To be recorded if known</p> <ul style="list-style-type: none"> <li>Teachers to be notified of absence and reason</li> </ul>	<ul style="list-style-type: none"> <li>Teachers record reasons for absence in compass, if parents complete absence in compass app this will automatically be transferred into the school roll</li> <li>Absence forms are also delivered to school administration staff</li> </ul>
<p><b>Attendance/absence reports</b></p> <ul style="list-style-type: none"> <li>To follow up students absent <b>without</b> explanation</li> <li>Follow <b>Responding to Student Absences Process</b></li> </ul>	<ul style="list-style-type: none"> <li>If a child still has an unknown absence a text message is sent automatically at 9:30am, if there is still no reason for absence parents will be contacted by the school office.</li> </ul>
<p><b>Record of student absence from school (days)</b></p> <ul style="list-style-type: none"> <li>To be recorded on student files and student reports</li> </ul>	<ul style="list-style-type: none"> <li>Compass is used and calculates student absence days including late, appointments and early leaving.</li> </ul>
<p><b>Concerns about absenteeism</b></p> <p>Implement <b>Staged Response to Non-Attendance</b> from <b>Responding to Student Absences Process</b></p>	<ul style="list-style-type: none"> <li>If a child has 3 consecutive days absence with no communication classroom teachers will call parents and notify a member of leadership.</li> </ul>
<p><b>Contact details for parents/guardians/carers</b></p> <p>Parents required to provide up-to-date contact details and notify the school of any change of contact details or address</p>	<ul style="list-style-type: none"> <li>All parent contact details and created in ICON and this is filled into Compass. It is the responsibility of parents to notify the school office of change of contact details. Split families are also inputted into ICON through the school office.</li> </ul>

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<p><b>Communicating the school's expectations for attendance</b></p> <p>For communicating with families and school community about the expectations for attendance at school.</p>	<ul style="list-style-type: none"> <li>Classroom teachers are monitoring student attendance. If teachers are concerned about a child's attendance this is brought to a member of leadership. It is expected that students have explained absences eg. Sick or holidays. If students have a higher-than-average lack of attendance then this will be noted in the child's semester report.</li> </ul>
<p><b>Attendance recordkeeping</b></p> <p>Maintenance of records about attendance, including records about students who have been absent from school without reason for long periods of time.</p> <p>Follow Responding to Student Absences Process</p>	<ul style="list-style-type: none"> <li>If a student has an extended absence eg. Holiday there is an approval form which needs to be completed by parents and submitted to the school office. This form is processed by the school administration team and then formally approved by the school principal.</li> </ul>
<p><b>Attendance improvement strategies</b></p> <p>Strategies for working with families and students where school attendance is irregular, including strategies to re-engage students, contact with external departments and agencies.</p> <ul style="list-style-type: none"> <li>Follow Responding to Student Absences Process</li> </ul>	<ul style="list-style-type: none"> <li>If a student has a high absenteeism or is refusing school the parents will meet with the wellbeing team to identify a plan for students to attend school more regularly. Where appropriate an attendance plan will be created or a student adjustment plan goal. A PSG will be called to help build a relationship between school and home to help the child attend school more frequently.</li> </ul>
Procedures for students arriving or departing outside scheduled school hours	School to detail
<p><b>Late arrival to school</b></p> <p>Process for students who arrive at school later than scheduled starting time</p>	<p>The children enter via the school office with their parents and sign in on the Compass kiosk. Through here parents are prompted to complete why the student is late. This information will be automatically filled into the school roll and also counted on the semester report.</p>
<p><b>Early departure from school</b></p> <p>Students who leave school prior to the scheduled finishing time.</p>	<p>The children leave via the school office with their parents and sign out on the Compass kiosk. Through here parents are prompted to complete why the student is leaving school early. This information will be automatically filled into the school roll and also counted on the semester report.</p>

## Policy information table

<b>Approval authority</b>	Director, Learning and Regional Services
<b>Approval date</b>	23/2/2026
<b>Publication details</b>	CEVN