



Attendance Monitoring Statement

In accordance with the Education and Training Reform Act 2006, schooling is compulsory for children aged from 6-17 years of age unless an exemption has been granted.

Parents and guardians must enroll a child of compulsory school age at a registered school and ensure the child attends school at all times when the school is open for instruction.

St Mary's adheres to the Victorian Government's Every Day Counts processes for supporting student attendance.

St Mary's recognises the importance of regular school attendance and we understand the building blocks for a great education begin with students coming to school each and every day.

Missing school can have a major impact on a child's future, a student missing one day a fortnight will miss four full weeks by the end of the year. By Year 10 they'll have missed more than a year of school. There is no safe number of days for missing school, each day a student misses puts them behind, and can affect their educational outcomes.

Coming to school every day is vital, but if for any reason a child must miss school, we suggest that parents speak with the classroom teacher and find out what work needs to be done.

If a child is experiencing ongoing attendance issues parents should contact the school so we can work together to get the child to school every day.

St Mary's uses SIMON to monitor and record student attendance on a daily basis. It is a requirement that parents or guardians make verbal, written or electronic contact with the school office or the child's classroom teacher to notify the school of any absence. Teachers mark to roll between 8.40am-8.50am each morning. After the morning rolls are marked, parents are notified via SMS if students are absent without an explanation and the parents are required to contact the school to provide an explanation for the absence.

If a child is absent for three or more consecutive days their classroom teacher will contact the family to enquire about the wellbeing of the child. In addition to this it is a part of the Wellbeing Leader's role to support students and families experiencing school refusal, chronic absences or truancy.

Aims

As a matter of efficient management of student records and in the interest of student wellbeing, it is important that the school maintains accurate attendance data in order to:

- Monitor daily attendance
- Identify absences from school or class
- Follow up unexplained absences
- Notify parent/guardian regarding unsatisfactory attendance
- Record unsatisfactory attendance information on student files

Implementation

- Attendance checked twice daily and entered electronically on SIMON
- Parents/guardians are required to notify the school of the reason for any absence
- Where the reason for absence is known, the reason is entered onto the electronic data base
- If a student is absent for a period of time without explanation, the school will contact parents/guardian for an explanation
- If a student is frequently absent without explanation, the school will contact parents/guardian for an explanation
- The number of days absent are recorded on student reports
- Where the rate of absenteeism is deemed to be of concern, the school follows up with parents