**Monitoring Student Attendance**

Teachers’ responsibilities

***Recording Attendance***

* Each day the student attendance register, available on SIMON, is released by the administration staff for teachers to record student attendance.
* Teachers are responsible to complete the attendance register electronically twice a day at:
  + 8.55am- before commencement of morning session
  + 1.55pm- before commencement of afternoon session
* The register is marked using the following codes
  + 1- if student is in attendance
  + 0- if student is absent without verification from parent/carer
  + N- if student is absent and parent/carer have given a reason such as through note, text message or phone call or using school App
  + R- student is on a school-related activity such as an excursion
* Administration staff will check the daily attendance register for each class. If a parent has not verified an absence, an administration officer will contact the parent/carer at 10.00am of that day or refer the matter to the principal. This includes unexplained absences for post-compulsory aged students.
* If a student is required to leave school for part of the day, the parent /carer must collect the student from the Front Office. Administration staff enter the student’s details in SIMON – reason for leaving, return time. Upon the students’ return, Administration staff will again sign the student into the Simon attendance recording system.

***Monitoring Attendance***

* Teachers are required to monitor student absence. Administration staff are able to provide a summary report on student attendance for a specific class. If there are any concerns, it is the teacher’s responsibility to discuss the concern with the principal.
* The principal will monitor overall attendance via summary attendance reports. The principal will discuss with classroom teacher any specific concerns regarding a student and will ensure that contact is made with the family regarding attendance levels.
* Unsatisfactory attendance is recorded on student file.
* The Student Report, provided twice a year, has information on the student’s attendance as a percentage of number of days for that reporting period.

***Notes from Parents***

* Parents are required to advise the staff of St Patrick’s Primary School of students absences via the Skoolbag app. The information is entered by Administration staff directly to SIMON.
* Teachers who receive parent notes regarding student absence are asked to give them to Administration staff for processing and filing.

**Resources**

* The School Policy Advisory Guide- Attendance- refer to Attendance Guidelines <http://www.education.vic.gov.au/school/teachers/studentmanagement/Pages/attendance.aspx>
* *Student Attendance: Every Day Counts* (Department of Education and Training, Victoria) is available on CEVN/wellbeing. It explains the process for Catholic schools in the Diocese of Ballarat as well strategies to encourage student attendance.
* Parents that have sent a text message or phoned are required to provide a note when the student returns to school.
* Responsibility of parent in informing the school is provided in the Parent Handbook.
* All notes are returned to the Administration Office at the end of the year. Notes are then archived.

**Statement Updated: 2020**

**Statement Review: 2022**