

1. Notification of an absence can be made by email: office@stalbion.catholic.edu.au or Phone:9311 9070)
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 the Admin Support Officer and the teachers are notified of the absence and reason for this.
4. Attendance at the school is checked [twice daily using the ICON reporting software.
5. The attendance reports are accessed by Admin Support officer who follows 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 10.00am
7. Information about the number of days of absence are recorded on student files and on student reports by Admin Support officer and ICT Leader.
8. Where the rate of absenteeism is of concern, the school will follow up with the parents/guardians/carers by contact from the school's Wellbeing Leader or the Principal.
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

Students arriving after 9.00am must be signed in at the office before being accompanied to their classroom by an adult. for students who arrive at school later than the scheduled starting time.

Procedure for leaving school before the normal departure time

Early Departure - Students must be signed out at the office before being collected for students who leave at school prior to the scheduled finishing time.

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

Classroom teachers and Leadership team members are responsible for communicating with families about the expectations for attendance at school.

Attendance record keeping

Classroom teachers and Office Admin Officer are responsible for maintaining records about attendance, including records about students who have been absent from school without reason for long periods of time.

Attendance improvement strategies

Meet with the student's parents and focus on:

- establishing a shared understanding of accountability and strategies for improving attendance
- ensuring parents are aware of the absences and fully appreciate the educational implications for the student

- identifying the reasons for the absences
- exploring any factors preventing attendance or participation
- requesting parents engage with alternative strategies to improve attendance
- identifying appropriate attendance improvement strategies

If absenteeism continues:

Attendance student support group

When student attendance issues are identified and it becomes apparent that a student may require ongoing intensive support in order to remain engaged in school, an Attendance Student Support Group should be convened by the principal (or nominee). The Attendance Student Support Group should be attended by:

- the parent of the student
- a parent's advocate (if required)
- a teacher (primary) or teacher(s) nominated as having responsibility for the student
- the principal or nominee (to act as chairperson)
- the student (where appropriate)
- relevant school based welfare staff (where appropriate).

The Attendance Student Support Group meetings focus on:

- ensuring the parent is aware of the absences and understands the educational implications for the student
- identifying the reasons for the student absences
- working collaboratively to develop a Student Attendance Improvement Plan, and/or an Individual Education Plan.
- documenting which improvement strategy has been selected, with clear discussion about the ways in which it will be monitored and when it will be reviewed
- working with families and students where school attendance is irregular, including strategies to re-engage students
- contact with external departments and agencies.