



## Our Lady of the Sacred Heart School Attendance Monitoring Procedure 2019

<b>Attendance Monitoring.</b>	
Attendances are checked at least twice a day.	Class Roll is taken twice daily - at 9.05am and 2pm. The Class Roll is recorded digitally on SIMON.
Daily attendances are monitored and absences from class are identified	Staff keep a watch on students with regular absences - or arriving consistently late or leaving early on a regular basis.
Follow up of unexplained absences	In the first instance teachers inform the office staff who ring to ascertain why a student is absent.  Each student is expected to return to school with a note explaining any absence. If the parent sends a text message regarding a student's absence a screenshot of the message will be taken and kept in the office.  All absence explanation slips are to be filed with daily/weekly attendance records.
Identification of unsatisfactory attendance	Staff are asked to familiarise themselves with the new Attendance Guidelines on the Department's website; as these apply to all schools <a href="http://www.education.vic.gov.au/school/principals/participation/Pages/attendance.aspx">www.education.vic.gov.au/school/principals/participation/Pages/attendance.aspx</a> .
Notification to parents of unsatisfactory attendance	Class teacher informs the principal of unsatisfactory attendance. Principal makes contact with parents informing them of unsatisfactory attendance. Class teacher reminds parents of laws that govern the attendance of all students at school.



<p>Recording of unsatisfactory attendance on students files</p>	<p>Unsatisfactory attendance is noted on all school reports if necessary. The comment : (student) has been absent for ..... days this Semester. His/her attendance will need to be monitored to ensure it does not impact on his/her academic achievement.</p>
<p>Continued unsatisfactory attendance</p>	<p>If unsatisfactory absence is continued the principal is to follow the instructions set out at <a href="http://cevn.cecv.catholic.edu.au/curriculum/studentwellbeing/attendance.htm">http://cevn.cecv.catholic.edu.au/curriculum/studentwellbeing/attendance.htm</a></p>
<p>Attendance reminders</p>	<p>The weekly newsletter will contain short bursts of attendance reminders each week. These are provided by Catholic Education Sandhurst.</p>



<http://cevn.cecv.catholic.edu.au/curriculum/studentwellbeing/attendance.htm>