St James the Apostle Primary School

Procedures for monitoring school attendance

1. Notification of an absence can be made by calling the School Office on 97491000 or submitting the form at sjhcn.catholic.edu.au/absence
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 Office staff via SynWeb's attendance module and the teachers are notified of the absence and reason for this.
4. Attendance at the school is checked twice daily by recording attendance and absence via SynWeb's attendance module.
5. The attendance reports are accessed by Office staff to follow 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 (usually 9:30am) on the day of absence by SMS.
7. Information about the number of days of absence are recorded on student files and on student reports through the use of the Synergetic attendance module.
8. Where the rate of absenteeism is of concern, the school will follow up with the parents/guardians/carers by the Principal or Deputy Principal contacting them by phone.
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

Learners who arrive after 8:45am must:

1. Enter the School via the Office, preferably with a parent.
2. Have the parent (or Office staff if required) complete a late pass, which includes learner name, home group, date and time of arrival and reason for being late.
3. Take the late pass to take to their home group teacher.

Office staff enter the details as a late arrival using the carbon copy via the Synergetic attendance module.

Procedure for leaving school before the normal departure time

Learners who leave school before 3:05pm must:

1. Have a parent/guardian or adult authorised to collect them (given in writing by the parent or listed as an emergency contact) enter the School via the Office.
2. Have the parent/guardian/authorised adult complete an early departure pass, which includes learner name, home group, date and time of departure and reason for departure.
3. Wait for the parent/guardian/authorised adult to go to their learning space and give the early departure pass to their home group teacher.

Office staff enter the details as an early departure using the carbon copy via the Synergetic attendance module.

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

The School regularly communicates with families about the expectations for attendance at school via:

- The school website
- School e-news (newsletter)
- Social media
- Formal and informal interviews and meetings

Attendance record keeping

All attendance records are kept up-to-date via the Synergetic attendance module. This provides the School with data to check for:

- Unexplained absences
- Absence counts
- Patterns in attendance

This data, through various reports, are available to all staff in the School.

Attendance improvement strategies

Through regular monitoring of attendance and absence patterns, and reviewing the excuses given for absences, the School may identify that a student is at risk of poor attendance or becoming disengaged.

When following up absences, the School will:

- further investigate the reasons for the learner's absence (the actual reason may differ to the explanation initially provided)
- organise a meeting with the parent and a relevant teacher or other staff member at the earliest opportunity to identify the issues related to the non-attendance and to plan for improvement
- ensure they notify a parent in writing each time the school considers they have not provided a reasonable excuse for the absence.