

# Monitoring College Attendance - Procedures

## Purpose

For use in MACS schools to outline the requirements for procedures within the College to monitor student attendance.

## Procedures

Monitoring College attendance - Required procedures	College to detail
<p><b>Frequency of recording attendance</b></p> <ul style="list-style-type: none"> <li>Secondary College – every lesson</li> </ul>	<ul style="list-style-type: none"> <li>Attendance at the College is checked at each lesson by the teacher and recorded on the class rolls on Emmlink. It is expected that students remain in the class under the supervision of the teacher for the entire lesson(s). The teacher will create an 'Out of Class Pass' for a student, who requests to leave the class temporarily (eg toilet). This absence can be monitored on Emmlink and teachers can refer to the 'Out of class' data throughout the day.</li> <li>See <a href="#">Student Absence School Guidelines</a> for College approved absence codes</li> </ul>
<p><b>Notification of absence by parent/guardian/carer</b></p> <p>Notification by parent/guardian/carer of student absence and reason for absence</p> <p>Parents/guardians/carers are required to notify the College of any absence and the reason for it on the day of absence</p> <ul style="list-style-type: none"> <li>Follow Responding to Absence Process (<a href="#">link</a>)</li> <li>See <b>Student Absence Guidelines for MACS Schools</b> for reasonable excuses and absence codes</li> </ul>	<ul style="list-style-type: none"> <li>Notification of an absence (full or partial) from Emmaus College must be made by the parent/guardian/carer/relevant person (parent) via the Emmlink app or via email to <a href="mailto:studentservices@emmaus.vic.edu.au">studentservices@emmaus.vic.edu.au</a>. Only under exceptional circumstances (eg. emergency) should notification be made via the telephone.</li> <li>Parents are required to notify the College by <b>9.30am</b> on the day of the absence including the reason for the absence. These reasons are typically sickness; however, could include specialist appointments that cannot be made outside College times.</li> </ul>

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<p><b>Recording the reason for absence</b></p> <p>To be recorded if known</p> <ul style="list-style-type: none"> <li>Teachers or Administration Officers are to be notified of absences by the parent/guardian/carer, including the reason</li> </ul>	<ul style="list-style-type: none"> <li>The teacher or administration officer will record the reason for the absence via Emmlink or Synergetic</li> <li>The teacher or administration officer will use discretion when sharing sensitive information about absences, using general codes where necessary</li> </ul>
<p><b>Attendance/absence reports</b></p> <ul style="list-style-type: none"> <li>To follow up on students absent <b>without</b> explanation</li> <li>Follow <b>Responding to Student Absences Process</b></li> </ul>	<ul style="list-style-type: none"> <li>The attendance reports are accessed by Student Services to follow up with parents/guardians/carers, whose child is absent without explanation.</li> <li>If a student is absent without explanation, the College will contact the parent for an explanation as soon as possible on the day of absence.</li> <li>House Leaders will monitor and follow up on explanations</li> </ul>
<p><b>Record of student absence from school (days)</b></p> <ul style="list-style-type: none"> <li>To be recorded on student files and student reports</li> </ul>	<ul style="list-style-type: none"> <li>The teacher or administration officer will ensure the absence is recorded on the College database, Synergetic, with the appropriate absence reason code</li> </ul>
<p><b>Concerns about absenteeism</b></p> <p>Implement <b>Staged Response to Non-Attendance from Responding to Student Absences Process</b></p>	<ul style="list-style-type: none"> <li>Information about the number of days of absence is recorded on student files.</li> <li>Where the rate of absenteeism becomes a concern, Pastoral Care teachers and House Leaders will follow up with parents/guardians/carers</li> </ul>
<p><b>Contact details for parents/guardians/carers</b></p>	<ul style="list-style-type: none"> <li>Parents are required to provide current contact details and notify the College of any changes to contact details or address.</li> </ul>

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<p><b>Communicating the College's expectations for attendance</b></p> <p>For communicating with families and the College community about the expectations for attendance at the College.</p>	<p>The College has implemented the Attendance Policy for communicating with families about the expectations for attendance at the College.</p> <p>Further Guidelines can be accessed via Emmlink or the College website.</p>
<p><b>Attendance recordkeeping</b></p> <p>Maintenance of records about attendance, including records about students, who have been absent from College without reason for long periods of time.</p> <p>Follow Responding to Student Absences Process</p>	<p>Synergetic (the College database) is used for maintaining records about attendance, including records about students, who have been absent from the College without reason for long periods of time.</p>
<p><b>Attendance improvement strategies</b></p> <p>Strategies for working with families and students where College attendance is irregular, including strategies to re-engage students, and contact with external departments and agencies.</p> <ul style="list-style-type: none"> <li>• Follow Responding to Student Absences Process</li> </ul>	<p>The House Leaders work with families and students where College attendance is irregular, including strategies to re-engage students, and contact with external departments and agencies.</p>
Procedures for students arriving or departing outside scheduled College hours	College to detail
<p><b>Late arrival to school</b></p> <p>Process for students, who arrive at College later than the scheduled starting time</p>	<p>Students must attend Student Services to sign in and to provide the reason for being late if they arrive later than the scheduled starting time.</p>

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	<p>If a student arrives late to school without parents previous approval they will be included in a notification email sent to Parents at 11:30am each school day. This includes:</p> <ul style="list-style-type: none"> <li>i. students that sign in at student services or</li> <li>ii. they were absent from Pastoral but marked present in period one; or</li> <li>iii. they were absent from pastoral and period one but marked present in period two.</li> </ul>
<p><b>Early departure from College</b> Students, who leave College prior to the scheduled finishing time.</p>	<p>The College has a duty of care to ensure students, who leave the College prior to the finishing time, are safe. Therefore, students must attend Student Services to sign out and to provide a reason for their early departure. This request to leave the College <b>must be supported by their parent's email/notification received already</b> including the reason for the early departure.</p> <p>Students may leave independently, if their parent has provided <b>written permission</b> (Emmlink App or via email) for their child to do so.</p> <p>If a student has presented at first aid with an illness, which requires them to go home, then they <b>must be collected</b> by a parent or nominated emergency contact only. The student must be signed out from first Aid</p>

## Policy information table

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