



## **St Anthony's Catholic Primary School - Attendance Policy**

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### **Rationale:**

St. Anthony's school is required to maintain an attendance register of students who are enrolled at the school. This information is subject to audit and forms part of the Compliance Data required by the Victorian Registration and Qualifications Authority (VRQA).

### **Procedures:**

The current school roll at St. Anthony's School is electronic, using a web based software programme called Nforma. The attendance register is accessible to all classroom teachers, whether part or full time. Access is via username and password.

Students are allocated to staff via their grade groupings which are imported from the school administration software programme. The information is updated for the whole school, twice a year. Where students enrol or leave during the school year, the information is updated at that time.

The roll is registered online twice a day, by 9.30am and 2.30 pm., with an indication of reason for absence and means of communication. Where reason for absence is unknown at the time, teachers follow up reason for absence at the earliest convenience, and update accordingly.

A print out of the roll occurs twice a day, the first at 9.30am and the second at 2.30pm. This prints directly to a designated printer in the administration office. The school administration officer files the attendance register print-outs into a folder which is held in the office.

In case of computer malfunction or such like, classroom teachers have class lists to mark attendance. These lists are maintained by the teachers and updated via Nforma once the problem has been rectified.

### **Reporting of aggregate student attendance rates:**

The school is required to report aggregate student attendance figures to the Government through the CEO Data transfer system. Attendance data is then recorded on the School Improvement Report (CEVN). Aggregate attendance rates are also published in the Annual School Community Report, and on the Myschool Website.

### **Reporting of individual student attendance rates:**

Student absences are directly linked to the school reporting software so that each student's school report indicates the number of days absent for each semester. In this way, parents are informed of the number days that their child is registered as absent, for each semester.

### **Follow up regarding student absences:**

If a student is absent for a number of consecutive days, without notification to the school, the school will attempt to contact parents for clarification of the situation. Reasons for absence will be subsequently

noted.

If, over a period of time, a student registers an inordinate number of absences, the teacher is required to discuss this matter with the school principal. If absences are unacceptably high the principal will send a letter home to parents outlining the school's concerns, and noting the impact that regular interruption to schooling can have on student learning. A copy of the letter will be kept in the student file.

**Considerations regarding satisfactory attendance rates:**

Making judgements about satisfactory rates of attendance is not clear cut, because there can be many variables in relation to student absences.

Teachers are guided by reasons given by parents, to explain student absences.

Barring illness, it is considered that student absence in excess of fifteen days is generally regarded as unsatisfactory.

The school recommends that family holidays are confined to school vacation periods, so that holidays do not impact students learning. If students will be absent during the school term for an extended length of time including family holidays a letter outlining specific dates and reason is to be submitted to the Principal to retain their placement at the school.

If a student is offered a special intensive program such as reading recovery, parents are asked to disclose their intentions of taking extended holidays during the program, as a break in an intensive program negates the positive benefits of the program. If the school is informed, the offer of the program may be able to be deferred until the child returns from holidays, and the opportunity can be given to another student who can make full use of it. Parents should note that if an intensive learning program is not supported by student attendance, the school reserves the right to discontinue the program for that child.