

## Procedures for monitoring school attendance

1. Notification of an absence can be made by emailing your child's teacher on the Seesaw app or ringing the school office at 9331 9000.
2. Parents/guardians/carers are required to notify the school by 9.30am 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 school administrative staff and the teachers are notified of the absence and reason for this.
4. Attendance at the school is checked twice daily by the classroom or specialist teacher and recorded on the NForma portal.
5. The attendance reports are accessed by all persons on the school's Leadership team 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 on the day of absence by the school administrative staff by the NForma portal.
7. Information about the number of days of absence are recorded on student files and on student reports by the NForma portal and reviewed by the leadership team.
8. Where the rate of absenteeism is of concern, the school will follow up with the parents/guardians/carers by emailing the parents requesting that they provide a reason for days of 'unknown' absence.
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

Parents will need to provide written notice to the teacher or ring the school office for students who arrive at school later than the scheduled starting time.

### Procedure for leaving school before the normal departure time

Parents will need to provide written notice to the teacher or ring the school office for students who leave at school prior to the scheduled finishing time.

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

Our attendance policy can be found on our school's website for communicating with families about the expectations for attendance at school.

### Attendance record keeping

St Martin de Porres uses the NForma platform 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

St Martin de Porres wants there to be maximum student attendance and engagement in school, we will schedule a meeting with families where school attendance is irregular, including strategies to re-engage students, contact with external departments and agencies.