



# School Registration

## Student Attendance Policy and Procedures

### Introduction

The main purpose of the attendance register is to record the daily attendance of each student and reasons for any absences. The School is required to maintain an Attendance Register to ensure the care, safety and welfare of students, and the continuity of learning.

### Purpose

The purpose of this Policy and its Procedures is to outline our Student Attendance requirements.

### Scope

This Policy and its Procedures apply to all staff, volunteers and contractors at the school.

### Roles and Responsibilities

There are no specific roles or responsibilities associated with this Policy.

### Policy Statement

#### Daily Attendance Register

St John's Lutheran Primary School Ltd keeps a register of the daily attendance of all students at the School. The register of daily attendance records the following information for each student:

- daily attendance
- absences

- reason for absence
- documentation to substantiate reason for absence.

Attendance is checked at least twice a day, at:

- 9:00am (roll call)
- 2:15pm (after lunch)

## Procedures

### Monitoring Daily Attendance

St John's Lutheran Primary School Ltd has implemented the following systems and procedures in order to monitor the daily attendance of students and identify absences from school or class:

- Parents are responsible for ensuring that they notify the School to explain the absence of their children on any particular school day. Notification may be provided via email or by telephoning the School and should be made prior to the start of school.
- Class teachers take the class roll promptly at the commencement of the school day and at 2:15pm.
- All absences are recorded absences using SIMON. They are then notified to the Office Admin Staff and cross checked against the absentee notifications that have been provided to the School that day.

It is the responsibility of the Office Admin Staff to ensure that student daily attendance is being effectively monitored.

### Following Up Unexplained Student Absences

St John's Lutheran Primary School Ltd has implemented the following systems and procedures in order to follow up unexplained absences from school:

- Where an absence has not been explained by 10:00am a phone call or an SMS Text message is sent to the student's parents notifying them of the absence and requesting that they immediately contact the School.
- Where the absence remains unexplained the matter will be reported to the Principal for investigation and follow up.

- All information in relation to unsatisfactory attendance is recorded on students' files and information with respect to attendance is provided in each student's school report.
- The requirement to follow up unexplained absences is included in the role descriptions of identified staff.

## **Notification of Parents/Carers of Unsatisfactory Attendance**

St John's Lutheran Primary School Ltd has implemented the following systems and procedures in order to notify parents and carers of unsatisfactory attendance:

- Where a student is unsatisfactorily absent from school, the School will contact the parents directly seeking an explanation and to remind parents of their child's obligation to attend school.
- Where parents repeatedly fail to inform the School of absences the Principal will contact them directly seeking an explanation and to remind them of their obligation to report absences.

Parents and carers are regularly reminded to ensure that any changes to their contact details are communicated to the School.

## **Records of the Register of Daily Attendance**

The Daily Attendance Register is retained indefinitely and copies of information in the register are stored off-site at regular intervals. The register is kept for each calendar year and shows the twice-daily attendance checks and any reasons for absence.

The School also records unsatisfactory attendance on students' files.

## **Implementation**

The police and Regional Office (if needed) are responsible for the effective implementation of this Policy.

## **Breach**

This section is not applicable to this Policy.

## **Definitions**

There are no applicable definitions for this Policy.

## Source of Obligation

The Victorian Registration Standards (sch 4 cl 10 ETR Regs) require that we must make provisions to:

- monitor the daily attendance of each student enrolled at the School; and
- identify any absences of a student from School including classes; and
- follow up any unexplained absences of a student from the School or classes; and
- notify any parent or guardian regarding a student's unsatisfactory school or class attendance; and
- record information regarding a student's unsatisfactory attendance at school or classes on their student file.

The Victorian Registration Standards (sch 4 cl 11 ETR Regs) require that we must maintain a student attendance register recording the attendance of students of compulsory school age (i.e. 6-17 years) at least twice a day and record any given or apparent reason for student absences. An attendance register records any unexplained absences to ensure: the care, safety and welfare of students and continuity of learning.

## Related Policies

There are no related policies applicable to this Policy.

## Related Documents

There are no related documents applicable to this Policy.

## References

There are no applicable references for this Policy.

## Policy Administration

Review Date: November 2025