



St Andrew's Parish

CORPUS CHRISTI PRIMARY SCHOOL

29 RUSSELL STREET, WERRIBEE VIC. 3030

Student Attendance Policy

Rationale

In accordance with the Education and Training Reform Act 2006, schooling is compulsory for children and young people aged 6 – 17 years unless an exemption from attendance has been granted.

Attendance Records

Primary schools are required to record attendance twice daily and maintain accurate attendance records for the students in their care. Records are maintained by:

- Monitor daily attendance
- Identify absences from school or class
- Follow up unexplained absences, on the same day, as soon as practicable
- Notify parents/carers regarding unsatisfactory attendance
- Record unsatisfactory attendance information in student records

Procedure for Maintaining Records

- Attendance is checked twice daily and entered electronically on Synergetic
- Parents/carers are required to notify the school of the reason for any absence by either phone, email or letter to the School. Absence notifications are archived accordingly
- Student explained absences are entered electronically into Synergetic
- In the event that a student has an unexplained absence, parents/carers will be notified by SMS in a timely manner. If an explanation is received, the cause of absence will be recorded. If contact cannot be made with the parent, the school should attempt to make contact with any emergency contact/s nominated on the student's file held by the school.
- If the whereabouts of a student is unknown, and they have been absent for ten consecutive school days, the Principal will be notified and may make a referral to a DET School Attendance Officer, as outlined in the DET School Attendance Guidelines.
- If a student is absent either frequently or for an extended period of time without explanation, the School will contact parents/carers for an explanation
- The number of days absent are recorded on student reports

At Corpus Christi we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school.

- Where the rate of absenteeism is deemed to be of concern, the School will arrange a student support meeting, and take appropriate action as necessary.

Policy authorised by: Ms Linda Roynic, Principal

Date reviewed: 2020

Next review: 2024 or sooner if needed



Corpus Christi Primary School

Address 29 Russell Street Werribee 3030
Phone 9741 8440
Fax 9741 8038
Email ccschooloffice@ccwerribee.catholic.edu.au

In the event of student absence, please notify the school by 9:30am.

This can be done via email to ccschooloffice@ccwerribee.catholic.edu.au or by calling the School Office on **9741 8440**.

Please provide a written note and/ or medical certificate for the home-group teacher upon the student's return.

A letter informing the school of any extended periods of absence must be provided prior to family holidays or extended absence from school.

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