



POLICY	PROCEDURE
Procedure Name	Following Up Non- Attendance Procedure
Related Policy	Attendance Policy
Policy Category	Attendance (3.8)
Related Procedures	Register of Daily Attendance Procedure Monitoring Daily Attendance/Absence Procedure Notice of Intention to Leave Procedure
Date of Issue / Last Revision	12 August 2016 10 March 2017 – Re-formatted 30 March 2018 13 July 2018 14 September 2018 6 February 2019
Date Set for Review	February 2021

Following Up Non-Attendance Procedure (Management of Non-Attendance)

Regular attendance at the Central Coast Montessori Primary School is important and essential to assist students to maximise their potential. Parents of children from K – Yr 6 must ensure their children attend school every day. Justified reasons for satisfactory absence and how to notify CCMPS staff of the absence are outlined in the *CCMPS Monitoring Daily Attendance/Absence Procedure*.

Unexplained Absences

The Principal in conjunction with the Head Guide for each environment (classroom) is responsible for ensuring that all unexplained attendances are promptly followed up. These unexplained absences are marked as **A** on the daily attendances sign in sheet and transferred to the daily attendances register. At the end of each day the Head Guide for each environment (classroom) will send 'notification requests' to parents/guardians via Transparent Classroom asking them to 'submit an explanation', also submitted via Transparent Classroom, of their child's absence within seven (7) days. Once these explanations have been submitted by parents/guardians the Head Guide will be able to 'accept' the explanation and mark the reason for absence on the daily attendance sign in sheets and the daily attendances register accordingly.

These attendance 'notification requests' remain open and accessible on Transparent Classroom by parents/guardians for seven (7) days from the date of the unexplained absence. The Head Guides are able to see a list of any outstanding 'notification requests' at any stage by logging into Transparent Classroom. Parents/guardians will receive an automated reminder after six (6) days if the form hasn't been submitted. After seven (7) if the form hasn't been returned by the parent, they will be contacted directly either by email/phone/in person to receive an explanation for the unexplained absence. It is the policy at CCMPS that all unexplained absences will be followed up so that no **A** absences are marked on the daily attendance register.

However, theoretically, if there were to be an unexplained absence or where a valid explanation has not been received within the 7-day timeframe, it would be recorded by the school as unjustified on the

Following Up Non-Attendance Procedure (continued):

student's record. This is done by recording symbol **A** on the daily attendances register next to student's name and corresponding day/s of absence.

Unsatisfactory Attendance

CCMPS classifies *unsatisfactory attendance* or *non-attendance* as consistently late attendances, unjustified absences, unexplained absences or absences without a valid explanation approved by the Principal. Students absent for more than 10 days in one term are also considered as unsatisfactory attendance.

The Head Guide will promptly bring to the attention of the Principal any unsatisfactory attendance in the form of a written record of the non-attendance which will be transferred to the students file. All communication between CCMPS staff regarding a student and their unsatisfactory attendance will be recorded, as appropriate, and placed in the students file. What action taken and how, as well as communication with the parents/guardian/student will also be recorded, as appropriate, on the students file.

Notifying Parents/Guardians of Unsatisfactory Attendance

After consultation between the Head Guide and the Principal regarding the student's unsatisfactory attendance, the Principal will contact the parent/guardian to have a verbal conversation regarding any concerns and offer support to allow the student to return to school as often as possible. CCMPS acknowledges that resolution of attendance difficulties may require a range of additional school-based strategies and support. The parent/guardian will also be asked at this stage to sign a statement acknowledging their legal obligations to ensure the student attends school as often as possible.

If the absenteeism or late arrival does not improve, an email will be sent to the parent/guardian outlining the legal obligations of both CCMPS and the parent/guardian to ensure that the student can attend school as often as possible. The email will also notify the parent/guardian of CCMPS' mandatory reporting procedure as per below.

If, after the email has been sent and making thorough enquiries into a student's absence, the Principal has received no further explanation, or is not satisfied that the explanation is valid or genuine, or that the absenteeism is concerning, or the student may be at risk, NSW legislation requires that consideration is given to legal action against the parent or student. CCMPS will be supported in this process through the Departments of Education's legal branch and is able to obtain assistance in these matters from the AIS Education Regulations and Program Implementation Team on (02) 9299 2485.

When the whereabouts of a student is unknown or if there is also a history of anti-social and extremist behaviour, CCMPS will also notify the non-government School Safety and Response Hotline 1300 495 051 or local School Liaison Police 131 444.

Once this procedure has been pursued and if the student ceases to attend school on a regular basis they must be officially withdrawn from the CCMPS daily attendances register.