

St. Jude's Procedures for monitoring school attendance



1. Notification of an absence can be made by Skoolbag App
2. Parents/guardians/carers are required to notify the school by 9:00am 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 parents in Skoolbag and the teachers are notified of the absence and reason for this.
4. Attendance at the school is checked by classroom teachers twice daily (am/pm).
5. The attendance reports are accessed by the school admin officer 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 SMS.
7. Information about the number of days of absence are recorded on student files and on student reports by classroom teachers.
8. Where the rate of absenteeism is of concern, the school will follow up with the parents/guardians/carers by Principal/Deputy Principal.
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

Sign in at the office for students who arrive at school later than the scheduled starting time.

Procedure for leaving school before the normal departure time

Sign out at the office for students who leave at school prior to the scheduled finishing time.

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

Newsletters and enrolment packs are avenues for communicating with families about the expectations for attendance at school; letters and meetings will be required for unexplained absences.

Attendance record keeping

The Deputy Principal is responsible 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

The Principal/Deputy Principal are responsible for working with families and students where school attendance is irregular, including strategies to re-engage students, contact with external departments and agencies.