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**TIPS FOR STAFF**

**Monitoring the attendance of students in schools**

When monitoring the attendance of students in schools be aware of some key indicators that may identify issues with a student's attendance.

1. If a child has had **sick days** or **approved leave** which has deemed to be valid you may find that it is possible that all of these days off amount to a lot of time off school. For any child who has had **more than 20 valid days in the last 2 terms** check as to why they have had that many days off.
  - a. Check the reasons - are they valid?
  - b. Check the documentation - does it look legitimate?
  - c. Have they used multiple doctors for the certificates?
  - d. Is there a pattern (for example, is it always a Monday and/or Friday?)
  - e. What are the partial absences like for that student? Is there a pattern to them as well?
  
2. If the child has had **more than 10 days off without an explanation** and it has been recorded as unexplained/unjustified it needs to be actioned by the school (if it has not been already).
  - a. Has the school spoken with the parents, and if so, was a record of the conversation kept, how long ago did the conversation take place, what reasons have the parents given for the non-attendance?
  - b. Is the Year Coordinator (or relevant position holder) aware of the number of days that the student has had .
  - c. Has the school started working on a plan to improve the student attendance pattern?
  - d. Does the student have partial days off and what does that total amount to?
  - e. How is the student going - are there other concerns either academically or socially?
  - f. Are there any disabilities/mental health issues that are known?
  - g. Is the counsellor involved?
  
3. If the child has a **combination of approved leave and unjustified/unexplained** ensure that you review the number of days the student has had away from school. Is **the total number more than 30 days**? If so you will need to make some enquiries and ensure that the school implements plans to improve the student's attendance pattern.
  
4. Be familiar with the procedures for the ***Procedures for the Management of Students in the Broken Bay Diocese School System*** – particularly ***section D – Compulsory School Attendance***.
  
5. Be familiar with the support documents *Tips for principals- issues that may impact on habitual non-attendance* and *Tips for parents*
  
6. If the child identifies as Aboriginal and/or Torres Strait Islander (ATSI) please talk to the CSO Aboriginal Education Officer who may be able to assist at the onset of attendance issues. If required, the CSO CP team can also be of assistance.