****

**RECORDING OF SCHOOL ATTENDANCE POLICY**

***The Catholic Education Commission Of Victoria Ltd (CECV) holds the care, safety and wellbeing of children and young people are our central and fundamental responsibility of Catholic education. . This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel.***

***(***[***CECV Commitment Statement to Child Safety***](http://cevn.cecv.catholic.edu.au/WorkArea/DownloadAsset.aspx?id=8589940582)***).***

**School Responsibility*:***

*Under new legislative guidelines schools are now required to advise parents/guardians of unexplained absences, on the same day, as soon as practicable, including for post-compulsory aged students.*

We fulfil our duty-of-care obligations through:

· accurate record keeping of daily attendance by recording student attendance twice per day , in the morning before 10.00am and in the afternoon after 2.00pm

· the recording, in writing, the reason given for each absence necessary to meet legislative requirements.

· the keeping of accurate records to enable the CEM to report on student attendance annually

· identifying & following up unexplained by notifying parents as soon as practicable

· If, upon being notified of their child's absence or contacted to seek an explanation, a parent reports that the child was not living with them on that day, the school should ensure they notify another parent who was responsible for ensuring the child attended school on the relevant day(s). - 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 there is no response and there are concerns about the safety of the child, contact should be made with local Police

· If, following contact, the student’s safety has been established, but no written explanation has been provided within 10 school days, the absence should be recorded as an unexplained absence

**Parent Responsibilities**:

· Parents are required to ensure their child attends school and to provide an explanation in writing for their child's absence

· Parents are required to inform the school in advance of upcoming absences, including taking holidays during the school term.

· To ensure a child's education and wellbeing are supported, parents are encouraged to communicate openly with the school where a child has an ongoing medical condition that may result in ongoing absences or medical appointments during school hours