



# St. Francis Xavier's School Urana

*Think, Speak and Act Like Christ*

| Reviewed 2021 | Next Review 2026 |

## Student Attendance Policy & Procedure

St Francis Xavier's Primary School Urana uses Catholic Education Diocese of Wagga Wagga Policies and Procedures as their default policies and procedures.

In addition to CEDWW Policies, St Francis Xavier's School Urana have established a procedure which has been adapted for our small school situation.

### Rationale

To promote the continuing education of the child, school authorities are to insist on regular attendance at school.

### Procedure

St Francis Xavier's Primary School Urana maintains a register of enrolments on Compass. Teachers in class mark the roll twice each day on the Compass portal and parents are encouraged to use the Compass Parent Portal to notify us of absences. These notes are recorded and stored in Compass. Any late arrivals or early leavers are entered into the Compass system by parents/carers who report immediately to the office to do this.

Attendance is monitored initially by classroom teachers who follow up any unexplained absences with the support of the Principal. This is a daily occurrence. The Administration Assistant contacts each family personally via email if there is a lack of comment or detail added to an attendance absence note. This is done each week. If red flags for outstanding non-attendance are visible, the Principal is notified and necessary action is taken according to CEDWW Policy and Procedures.

The parents and school community are reminded of their obligation with regard to regular attendance and absence notification at least annually in the weekly newsletter, at Parent Information Evenings and Enrolment Orientation meetings.

When a student exits the school permanently for any reason, details are recorded for use by staff, the school to where the student will be presenting for enrolment and the Dept. Education's Home-School Liaison Officer if required. Links with Yr 6-7 schools following graduation occur as a matter of course, especially if they are system related secondary schools.

Parents are obliged to give details of where their student/s is/are heading to for further enrollment. If they don't, a destination unknown form must be completed and sent to the CEDWW Attendance Officer.

## CEDWW Policy & Procedures

[CEDWW Policy and Procedures](#)

[CEDWW Policy & Procedures - Live Link](#)

## Attendance Flow Chart

