

MARYMEDE CATHOLIC COLLEGE

Attendance Policy Implementation

Marymede Catholic College

Includes:

Recording and Monitoring School Attendance Procedure • Draft Letter to Parents • College
Student Attendance Procedures

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Draft – for internal review • 13 July 2026

1. Recording and Monitoring School Attendance Procedure

This is Marymede Catholic College's Recording and Monitoring Student Attendance Procedure, contextualised from the MACS template for application across the College's three campuses – Primary, Secondary South Morang and Secondary Doreen. It sets out how the College records attendance in SIMON, monitors it through the fortnightly Pathways and Progress Meeting at each campus, follows up unexplained absences through the Attendance Officer's daily process and Six-Stage Escalation Framework, and reports to the Department of Education where a student accumulates five or more unexplained absences over a 12-month period. It operates alongside the MACS Attendance Policy and Student Absence Guidelines, and applies to every student, including those engaged in Structured Workplace Learning, SBATs, off-site VET, Work Experience or a Modified Timetable.

This booklet sets out that implementation in three parts:

- Draft Letter to Parents – communicating the key changes to families ahead of Term 3.
- College Student Attendance Procedures – the detailed College-wide procedure, roles and responsibilities.
- Attendance Officer Guide – the consolidated day-to-day reference for recording, following up and escalating attendance.

This procedure applies to all students across the College's three campuses and describes, stage by stage, how attendance is recorded in SIMON and PAM, how same-day and multi-day absences are followed up by the Attendance Officer, and who is responsible for each decision point – from the Principal's authority over welfare checks and Modified Timetables, through the Deputy Principal – Head of Campus's chairing of the Pathways and Progress Meeting, to the Attendance Data Coordinator's fortnightly SIMON reporting. It operates alongside related College documents including the Attendance Support Plan, the Student Absence Learning Plan, and the Modified Timetable Procedure, and is read together with the quick-reference thresholds at Section 4.10 (80% attendance year-to-date, the 80–85% early warning band, 25% absence over 10 consecutive school days, 10 days absent within a 15-week period, and 5 or more unexplained absences). It is reviewed annually, and earlier where required by changes to the MACS Attendance Policy, Student Absence Guidelines, or College operations. This version reflects updates confirmed for implementation from Term 3, 2026.

2. Letter to Parents

MARYMEDE CATHOLIC COLLEGE

Tuesday 14 July 2026

Dear Parents and Carers,

STUDENT ATTENDANCE – TERM 3, 2026

As we welcome students back for Term 3, we would like to take this opportunity to share some important information about student attendance at Marymede Catholic College, and to outline the responsibilities we share together in supporting every student to be present, engaged and learning.

Why Attendance Matters

Research consistently shows that regular school attendance is one of the single greatest factors in a student's educational success. Students who attend regularly benefit from continuous learning, stronger peer relationships, and the confidence that comes from being part of the school community. Missing even a few days each term adds up significantly over a school year.

Under the Melbourne Archdiocese Catholic Schools (MACS) Attendance Policy, a student is considered to be attending regularly when they attend at least 80% of school days. Where a student falls below this threshold, the College is required to put additional support in place.

What is Changing This Term

- Department of Education notification: under Victorian legislation, the College is required to notify the Department of Education when a student accumulates five or more unexplained absences. We will always attempt to make contact with families well before this point.
- All absences must contain a reason. The list of available reasons is available via PAM. If contacting by phone/email (see below for email and phone contacts at each campus) please use one of the listed reasons only. The list of reasons is:
 - Acute short-term illness
 - Ongoing/significant medical condition
 - Infectious/contagious disease
 - Medical/dental/allied health appointment
 - Special event/competition
 - Suspension
 - Bereavement/Sorry Business
 - Legal Requirements

- Holiday
 - Religious / Cultural Observance
 - Family Violence
 - Caregiving
 - School Refusal
- A dedicated Attendance Absence email address is now available at each campus for families to notify the College of an absence, in addition to PAM, phone and SMS.

PRIMARY CAMPUS ABSENCES:

primary.attendance@marymede.vic.edu.au

Phone: 9407 8900

SECONDARY CAMPUS SOUTH MORANG ABSENCES:

secondary.attendance@marymede.vic.edu.au

Phone: 9407 9090

SECONDARY CAMPUS DOREEN ABSENCES:

doreen.attendance@marymede.vic.edu.au

Phone: 9407 9049

- When contacting the school, please state the child's name, their year level and provide a reason (from the list above) explaining their absence.
- Our fortnightly attendance review meeting at each campus — now called the Pathways and Progress Meeting — brings together attendance data, wellbeing input and academic progress in the one forum.
 - Extended Leave Applications and Student Absence Learning Plans are reviewed by the Deputy Principal – Head of Campus and managed day-to-day by the Attendance Officer.
 - Modified Timetable arrangements are proposed by the Deputy Principal – Student Wellbeing and require the Principal's approval before they begin.
 - Attendance Support Plans are coordinated through the Pathways and Progress Meeting, so support for your child is joined up across teaching, wellbeing and leadership staff.
 - Emergency contact details are formally reviewed at least once a year, led by our Director of Community Engagement — please respond promptly when this request comes through.

Your Responsibilities as a Parent or Carer

We ask all parents and carers to:

- Contact the College on the morning of any absence, as early as possible, using the campus PAM, Attendance Absence email address, phone or SMS.
- Provide a reason for every absence from the list provided. The College is required to record the reason for all absences.

- Ensure explanations are provided within 10 school days of the absence. Absences not explained within this period are recorded as unexplained in our system.
- Apply for approval for any planned absence of five or more consecutive school days in advance, and before booking travel. Please contact the Campus Administration Officer for an Extended Leave Application Form.
- Speak with us early if your child is experiencing any difficulty attending school. We are here to help, and early conversations allow us to put support in place before attendance becomes a concern.

How the College Will Follow Up

So that families know what to expect, our attendance follow-up process is:

- Same-day contact: if your child is absent and we have not heard from you, a member of our Attendance Team will attempt to contact you by phone, email or SMS on that day. If you cannot be reached, we will follow up with your listed emergency contact.
 - Attendance patterns: our leadership team reviews attendance data fortnightly at the Pathways and Progress Meeting. Where a student is showing a pattern of absence, we will make contact with the family to discuss how we can help.
 - Attendance Support Plans: where a student's attendance falls below 80%, or a pattern of concern is identified, we will invite the family to develop an Attendance Support Plan together. This is a collaborative, supportive process — not a punitive one.
 - Welfare checks: in rare circumstances where a student is absent, we are unable to make contact with a parent, carer or emergency contact, and we have genuine concern for the student's safety, we are required to initiate a welfare check via the Victorian Police.
- **A Note on Extended Leave During Term Time**

We understand that families sometimes need to travel or take extended leave during the school term. Where leave is approved in advance, we work with teaching staff to prepare a learning plan for your child so that curriculum continuity is maintained during their absence. We ask families to apply at least 20 school days before the planned departure date. Approval is not automatic and is at the discretion of the Principal.

We are committed to working with every family to support your child's attendance and wellbeing. If you have any questions or concerns, please do not hesitate to contact your campus front office.

Thank you for your partnership in your child's education.

Kind regards

Deputy Principal – Head of Campus
Marymede Catholic College

3. College Student Attendance Procedures

This section sets out the College's procedures for recording, monitoring and following up student attendance, consistent with the MACS Attendance Policy and Student Absence Guidelines.

3.1 Roles and Responsibilities

The table below confirms the roles involved in recording and monitoring attendance, including updated and newly confirmed responsibilities.

Role	Responsibility
Principal	Approves Modified Timetables and Modified Timetable Arrangement Plans on the recommendation of the Deputy Principal – Student Wellbeing. Ultimate accountability for the College's compliance with the Attendance Policy.
Deputy Principal – Professional Culture	Oversees the College's compliance with the Attendance Policy, supporting those implementing elements and reviewing compliance regularly.
Deputy Principal – Head of Campus / Attendance Data Coordinator	Chairs the fortnightly Pathways and Progress Meeting at their Campus. Reviews Extended Leave Applications and Student Absence Learning Plans. Oversees the quality and implementation of Attendance Support Plans, coordinated through the Pathways and Progress Meeting.
Deputy Principal – Student Wellbeing	Proposes Modified Timetables and Modified Timetable Arrangement Plans to the Principal for approval. Oversees wellbeing support connected to attendance concerns.
Attendance Officer	Manages the day-to-day administration of Extended Leave Applications and Student Absence Learning Plans on behalf of the Deputy Principal – Head of Campus. Maintains the confirmed SIMON absence categories and the SIMON Notes Category for all attendance-related documentation. Monitors the Campus Attendance Absence email address and prepares data for the Pathways and Progress Meeting.
Attendance Data Coordinator (Kenny Giblin)	Coordinates and provides fortnightly SIMON attendance data for the Pathways and Progress Meeting at each campus, including attendance summaries, unexplained absence data, and data relevant to Attendance Support Plans and Extended Leave.

Role	Responsibility
Director of Community Engagement	Leads the College-wide review and update of parent, carer and emergency contact details at least once a year, in coordination with Campus front offices.
Wellbeing Leaders	Co-author Attendance Support Plans and contribute wellbeing input to the Pathways and Progress Meeting.
Classroom / Subject Teachers	Mark the roll accurately and on time each period, and record attendance for students engaged in Structured Workplace Learning, SBATs, off-site VET or Work Experience where they are the supervising or coordinating teacher.
Campus Administration Office	Receives Extended Leave Applications, monitors the campus Attendance Absence email address, and updates emergency contact records as part of the annual review.

3.2 The Pathways and Progress Meeting

The College's fortnightly attendance meeting at each Campus is confirmed as the Pathways and Progress Meeting. It is chaired by the Deputy Principal – Head of Campus and brings together attendance data, wellbeing considerations and academic progress in a single forum.

- Held fortnightly at each campus.
- Chaired by the Deputy Principal – Head of Campus.
- Attendance data coordinated and provided by Kenny Giblin, drawing on SIMON attendance reporting, ahead of each meeting.
- Reviews Attendance Support Plan implementation and progress, which is now coordinated through this meeting rather than as a standalone process.
- Attended by relevant Wellbeing Leaders and the Attendance Officer, with other staff invited as required by individual student circumstances.

3.3 Recording Attendance in SIMON

3.3.1 Roll-marking

Attendance is recorded in SIMON at the start of each class period (Primary/Secondary). Unexplained absences are flagged in SIMON and followed up the same day.

3.3.2 Confirmed Absence Categories

The absence categories available to parents in PAM (and staff in SIMON) are confirmed as follows. Staff and families are asked to select the category that reflects the actual circumstance of the absence, and categories must not be used interchangeably.

- Acute short-term illness

- Ongoing/significant medical condition
- Infectious/contagious disease
- Medical/dental/allied health appointment
- Special event/competition
- Suspension
- Bereavement/Sorry Business
- Legal Requirements
- Holiday
- Religious / Cultural Observance
- Family Violence
- Caregiving
- School Refusal

3.3.3 SIMON Notes Category

A dedicated Notes Category is confirmed as in place within SIMON to record all attendance-related contact and documentation in one consistent location. This category is used to log:

- Attendance calls and follow-up contact with families.
- Extended Leave Applications and their approval status.
- Modified Timetable Plans and supporting documentation.
- Attendance Support Plans.
- Student Absence Learning Plans.

3.4 Extended Leave Applications and Student Absence Learning Plans

Extended Leave Applications and Student Absence Learning Plans are reviewed by the Deputy Principal – Head of Campus and managed on a day-to-day basis by the Attendance Officer.

- Families submit an Extended Leave Application in advance of any planned absence of five or more consecutive school days.
- The Attendance Officer receives and processes the application and prepares the accompanying Student Absence Learning Plan in consultation with relevant teaching staff.
- The Deputy Principal – Head of Campus reviews and determines the application, considering curriculum continuity and, for VCE/VM/VPC students, any VCAA implications.
- Approved leave and the associated Student Absence Learning Plan are recorded in the SIMON Notes Category and communicated to relevant staff.

3.5 Modified Timetables and Modified Timetable Arrangement Plans

Modified Timetables and Modified Timetable Arrangement Plans are proposed by the Deputy Principal – Student Wellbeing and require the Principal's approval before implementation.

- The Deputy Principal – Student Wellbeing prepares the proposed Modified Timetable Arrangement Plan, in consultation with the student's family and relevant Wellbeing Leader.
- The proposal is submitted to the Principal for approval prior to commencement.
- Once approved, the plan and supporting documentation are recorded in the SIMON Notes Category and reviewed regularly, with progress reported through the Pathways and Progress Meeting.

3.6 Attendance Support Plans

Implementation of Attendance Support Plans is coordinated through the Pathways and Progress Meeting, ensuring attendance, wellbeing and academic progress are considered together.

- Attendance Support Plans are initiated where a student's attendance falls below College thresholds or a pattern of concern is identified.
- Plans are co-authored by the relevant Wellbeing Leader (Primary) / House Leader (Secondary) and reviewed at the Pathways and Progress Meeting, chaired by the Deputy Principal – Head of Campus.
- Plan documentation is recorded in the SIMON Notes Category and progress is monitored using data coordinated by Kenny Giblin.

3.7 Attendance Absence Email Addresses

Each campus maintains a dedicated Attendance Absence email address for parents and carers to notify the College of a student's absence, in addition to phone and SMS options. Notifications received are actioned by the Attendance Officer and recorded in SIMON on the day they are received.

Campus	Attendance Absence Email
Primary Campus	primary.attendance@marymede.vic.edu.au
Secondary – South Morang Campus	secondary.attendance@marymede.vic.edu.au
Secondary – Doreen Campus	doreen.attendance@marymede.vic.edu.au

3.8 Emergency Contact Details

Parent, carer and emergency contact details are formally reviewed and updated at least once a year, under the leadership of the Director of Community Engagement, in coordination with Campus Receptions.

- An annual College-wide request is issued to all families to confirm or update contact details.
- Campus Reception Offices action any updates received and confirm changes are reflected in SIMON.
- Families are expected to notify the College promptly of any change in contact details during the year, outside the annual review.

3.9 Recording Attendance in Off-Site and Alternative Learning Settings

Attendance in the following settings is recorded as Present, with the approved activity noted, provided the arrangement has been approved in advance and appropriate supervision and reporting arrangements are in place. Any unexplained non-attendance is followed up the same day.

3.9.1 Structured Workplace Learning

Attendance is confirmed via the host employer's attendance record or timesheet, verified by the Attendance Officer, and entered in SIMON as Present with the approved activity noted. Any unexplained non-attendance at a placement is followed up by the Attendance Officer on the same day and escalated to the DP – Head of Campus.

3.9.2 School-Based Apprenticeships and Traineeships (SBATs)

Attendance for on-the-job and off-the-job training days is confirmed via the employer or Registered Training Organisation and recorded in SIMON as Present with the approved activity noted by the Attendance Officer. The Attendance Officer monitors attendance against the approved training plan and reports any concerns to the DP – Head of Campus.

3.9.3 Off-Site VET

Attendance at an external VET provider is confirmed via the provider's attendance record, obtained by the supervising/coordinating teacher, and recorded in SIMON as Present with the approved activity noted by the Attendance Officer. Any discrepancy between provider and College records is followed up with the provider and documented in the SIMON Notes Category.

3.9.4 Work Experience

Attendance during an approved Work Experience placement is confirmed via the host employer's record, verified by the supervising teacher, and recorded in SIMON as Present with the approved activity noted. Any unexplained non-attendance is followed up with the family on the same day by the Attendance Officer.

4. Attendance Officer Guide

4.1 Daily Absence Process

This is the College's daily process for responding to an absence with no reason given, drawn from the Attendance Flowcharts. It applies every day, to every unexplained absence, and every step must be completed and documented on the day of the absence.

- Review the roll and identify any student marked absent without an explanation.
- Record the absence in SIMON immediately, using the correct absence category.
- Contact the parent or carer by phone, email or SMS on the same morning to confirm the reason for absence.
- If the parent or carer cannot be reached, contact the student's listed emergency contact, again asap.
- A welfare check is only initiated where both the parent/carers and emergency contact cannot be reached, and there is a genuine, active concern for the student's safety. This decision sits with the Principal (or Delegate, beginning with DP -Head of Campus and then DP – Professional Culture) — it is a leadership decision, not a front-office decision, and is not automatic on failed contact alone.
- Record contact attempt, its time, method and outcome (under Follow Up Absences), and the confirmed reason for absence on the day it occurs. Add to SIMON Notes only if no contact/explanation provided by the end of the same day.
- Update the student's absence category in SIMON once a reason has been confirmed.
- Where a pattern is identified across multiple days, trigger the Six-Stage Escalation Framework at Section 4.2.

The welfare check pathway is a non-discretionary duty of care obligation once its two conditions are both met.

4.2 Six-Stage Escalation Framework

Where unapproved or unexplained absence continues beyond same-day follow-up, the College applies a six-stage escalation framework, drawn from the Attendance Flowcharts. Absence counts are cumulative over a 12-month period, and all daily actions at Section 4.1 remain in effect at every stage.

Stage	Action
1	Same-day contact for every unexplained absence, as set out in Section 4.1. Outcome recorded in the SIMON Notes Category.
2	At 3 or more unexplained absences, the Attendance Officer sends written notification to the parent/carers (template email provided by the DP – Professional Culture) and flags the student for review at the next Pathways and Progress Meeting.

Stage	Action
3	At 5 or more unexplained absences (accumulated over 12 months), a Referral Form – Unexplained Absence is completed by the DP – Head of Campus and forwarded to the MACS SMSL, and the Department of Education is formally notified. This step is mandatory, not discretionary.
4	An Attendance Support Plan is developed with the student and family, coordinated through the Pathways and Progress Meeting, setting out agreed actions, goals and a review date.
5	Where attendance does not improve, the Deputy Principal – Head of Campus convenes a formal meeting with the family, and the Principal is briefed. A Modified Timetable or Modified Timetable Arrangement Plan may be proposed by the Deputy Principal – Student Wellbeing.
6	Chronic non-attendance, school refusal or complex circumstances are referred to the MACS Student Engagement Unit and/or other external agencies, with the Principal directly involved and Department of Education notification obligations continuing.

Staff should be able to describe the correct order of contact and escalation at any point – parent/carer, then emergency contact, then welfare check where the safety condition is met – and know when a case moves between stages.

4.3 Distinguishing School Refusal, Withdrawal and Truancy

The Attendance Officer and Pathways and Progress Team distinguish between three distinct patterns of non-attendance, as each requires a different response:

- School refusal – an emotionally driven reluctance or inability to attend, typically linked to anxiety or wellbeing factors. Response: Wellbeing Leader engagement and an Attendance Support Plan, not enforcement.
- School withdrawal – a parent or carer actively keeps the student home. Response: family engagement, understanding the underlying cause, and support planning.
- Truancy – a student is absent without the knowledge or consent of a parent or carer. Response: same-day contact to confirm the family's awareness, followed by the standard escalation framework.

4.4 Absence Categories and How to Handle Them

All absences must be categorised correctly in SIMON. The list below sets out the confirmed categories:

- Acute short-term illness
- Ongoing/significant medical condition
- Infectious/contagious disease
- Medical/dental/allied health appointment

- Special event/competition
- Suspension
- Bereavement/Sorry Business
- Legal Requirements
- Holiday
- Religious / Cultural Observance
- Family Violence
- Caregiving
- School Refusal
- Other (Principal)
- Unapproved
- Follow Up
- Unexplained

4.5 The 10-Day Explanation Rule

Parents and carers have up to 10 school days to provide an explanation for any absence. After 10 school days, an unexplained absence becomes a formal compliance matter. The Attendance Officer must not allow absences to remain unexplained beyond this window without escalation.

4.6 MTSS – Tiered Support Model

The Attendance Officer's daily and fortnightly work operates within the College's tiered support model:

Tier	Description and Triggers
Tier 1 – Universal	Whole-school monitoring, positive attendance culture, clear parent communication. All students. Preventative.
Tier 2 – Targeted	Students showing early signs of disengagement or tracking below 85%. Attendance Support Plan activated. Wellbeing Leader involvement. Regular family contact.
Tier 3 – Intensive	Students with chronic absenteeism (below 80%), school refusal or complex circumstances. Principal involvement. External agency referral. Department of Education notification where required.

4.7 Fortnightly Data Pack for the Pathways and Progress Meeting

Ahead of each Pathways and Progress Meeting, attendance data is coordinated and provided by the Attendance Data Coordinator (Director of Analytics for Achievement), at least one business day before the meeting. The data pack draws on SIMON and includes:

- Whole-school and year-level attendance rate for the fortnight.

- Students currently below 80% attendance (year-to-date).
- Students between 80–85% attendance (early warning band).
- New students falling below 85% since the last meeting.
- Percentage absence over 10 consecutive school days flagging those with 25% or more
- Number of days absent within a 15-week period flagging those with 10 or more days absent
- Total unexplained absences outstanding, by student, flagging any student with 3 or more.
- Students with 5 or more accumulated unexplained absences — the mandatory Department of Education notification trigger.
- Students currently on an Attendance Support Plan, with a status update.
- Students on extended leave this fortnight, and whether a Student Absence Learning Plan is in place.
- Students returning from extended absence this fortnight, for a re-engagement check.
- Patterns of repeated partial-day absence (late arrivals and early departures).
- VCE / VM / VPC students with subject-level attendance below satisfactory, for VCAA reporting purposes.
- Welfare checks conducted since the last meeting, and their outcomes.
- Department of Education notifications made since the last meeting, for confirmation and minuting.

SIMON Report Checklist

The following reports are pulled from SIMON before each meeting:

- Attendance Summary Report (by campus, by year level, by student – year-to-date %).
- Unexplained Absences Report, flagging students with 3+ and 5+ unexplained absences.
- Attendance Support Plan Register.
- Extended Leave Register, cross-referenced with Student Absence Learning Plans.
- VCE / VM / VPC Subject Attendance Report.
- Late Arrivals / Early Departures Report.

4.8 Extended Leave – Curriculum Continuity Process

Extended leave is any planned absence of five or more consecutive school days, approved in advance by the Principal (or Delegate – Deputy Principal – Head of Campus). Absences that are not pre-approved must not be retrospectively classified as approved leave. The following process applies from the date of approval, and is administered by the Attendance Officer.

- Step 1 – Application: the family submits an Extended Leave Application to the Campus Reception of attendance email at least 20 school days before departure, including student details, dates, reason for leave, and acknowledgement of curriculum continuity obligations.
- Step 2 – Notification to teaching staff: on approval, the Campus Attendance Officer notifies relevant teaching staff of the confirmed dates, no later than 5 school days before departure.

- **Step 3 – Curriculum summary preparation:** Attendance Officer coordinates with teaching staff the preparation of a Student Absence Learning Plan covering the topics being taught, key learning objectives, recommended tasks and resources, and any assessment falling within the leave period, provided to the family at least 2 school days before departure. Where a student is enrolled in VCE, VCE Vocational Major or VPC units, the Principal must be notified if any School-Assessed Coursework falls within the leave period, as this carries risk to Satisfactory Completion.
- **Step 4 – Return check-in:** on the student's return, the Director of Differentiated Educational Practice conducts a check-in to confirm work completion and identify priority catch-up areas. A student returning after 3 or more weeks of extended leave is referred to a Wellbeing Leader (Primary) / House Leader (Secondary) for a reintegration check-in.
- **Step 5 – Attendance recording:** the Attendance Officer records the leave in SIMON as an Approved Absence for each day of the leave period, noting the approval date and approving authority.

4.9 Documentation

Accurate, same-day documentation is central to the Attendance Officer role. As a minimum, the SIMON Notes Category / Follow Up Attendance is used to record:

- Contact attempts and outcomes for unexplained absences.
- Extended Leave Applications, including approval status and any conditions.
- Modified Timetable Plans and related documentation.
- Attendance Support Plans and Student Absence Learning Plans.
- Referral Forms and any escalation, referral or follow-up action taken.

4.10 Thresholds – Quick Reference

Attendance data is monitored against the following thresholds. Students meeting any of these are brought to the Pathways and Progress Meeting for review and, where appropriate, an Attendance Support Plan.

Threshold	Response
Attendance below 80% year-to-date	Classified as a student of concern; Attendance Support Plan considered and reviewed at the Pathways and Progress Meeting.
Attendance between 80–85% (early warning)	Flagged for early intervention before the 80% threshold is breached.
25% or more absence over 10 consecutive school days	Targeted intervention; same-day contact continues, Wellbeing Leader (Primary) / House Leader (Secondary) involved.

Threshold	Response
10 days absent within a 15-week period	Chronic absenteeism marker; escalate to the Deputy Principal – Head of Campus; Department of Education notification pathway reviewed.
5 or more unexplained absences (accumulated over 12 months)	Mandatory Department of Education notification via the MACS SMSL – not discretionary.

4.11 Key Contacts and Escalation Pathways

Internal Contacts

- Principal (or Delegate) – final approval authority for extended leave; welfare check authorisation; Department of Education notification; annual Principal Attestation; Tier 3 decisions.
- Deputy Principal – Professional Culture – leadership of implementation and compliance with the Policy
- Deputy Principal – Head of Campus / Attendance Data Coordinator – chairs the Pathways and Progress Meeting; reviews Extended Leave Applications and Student Absence Learning Plans; manages escalations; oversees Attendance Support Plan quality.
- Deputy Principal – Student Wellbeing – proposes Modified Timetables and Modified Timetable Arrangement Plans for Principal approval; oversees wellbeing support connected to attendance.
- Kenny Giblin, Attendance Data Coordinator (Director of Analytics for Achievement) – coordinates and provides fortnightly SIMON attendance data for the Pathways and Progress Meeting.
- Wellbeing Leaders (Primary) / House Leader (Secondary) – Tier 2 and Tier 3 student support; co-author Attendance Support Plans; school refusal response; reintegration check-ins.
- Attendance Officer / Campus Administration Team – daily roll follow-up; SIMON data and Notes Category management; leave request processing; data pack preparation.
- Classroom / Subject Teachers – roll-marking; same-day unexplained absence flagging; curriculum continuity material for extended leave; VCE/VM/VPC subject attendance monitoring.
- Director of Community Engagement – leads the annual review of parent, carer and emergency contact details.