



CATHOLIC EDUCATION
DIOCESE OF WOLLONGONG

Attendance Communication and Monitoring

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In 2025, a new Attendance Policy will be implemented across all Catholic Education Diocese of Wollongong (CEDoW) schools to support regular student attendance. CEDoW schools, in partnership with families, are responsible for encouraging and supporting students' consistent attendance at school.

Attendance Levels

New attendance levels have been established to address students' attendance patterns:

- **Regular Attendance:** 90% – 100%
- **Targeted Intervention:** 71% – 89%
- **Intensive Intervention:** 70% and below

Schools are developing specific processes for each of these levels and will contact parents in various ways to encourage and support students' consistent attendance at school. This may include:

- Daily absence notifications
- Weekly reminders for unexplained absences
- Telephone calls to:
 - understand the student's situation;
 - discuss learning and support needs;
 - set a timeframe for attendance improvement;
 - discuss unsatisfactory explanations for absences.
- Emails and letters

Targeted and **Intensive** Intervention strategies will involve parent meetings and the development of **Individual Plans** focused on improving attendance.

The engagement of both parents and students in these processes is crucial for enhancing student learning, wellbeing, and future life outcomes.

Monitoring Spreadsheets

Schools will introduce **attendance monitoring spreadsheets** to track student attendance on a fortnightly basis. These spreadsheets will allow schools to quickly and accurately assess overall school attendance and individual student attendance levels. This data will guide the required actions and communication with parents.

Letters and Forms

All letters and forms will be provided electronically. Parents may contact the school to request copies of the forms when needed.