



ATTENDANCE STAGED RESPONSE POLICY– 2016

RATIONALE

- To provide an accurate and clear procedure for recording attendance and to outline, step-by-step, the process involved in monitoring absences, and implementing strategies to improve absences

PROCEDURE

STEP 1 – CONSISTENT MONITORING OF STUDENT ATTENDANCE

- Class role to be marked twice daily, a.m. and p.m.
- Any student absence received by the office is to be recorded on an *Office Absence* form and sent to classroom teacher and recorded on Compass by staff.
- Student attendance recorded on Compass by the classroom teacher.

STEP 2 - UNEXPLAINED ABSENCE AND CONSISTENT ABSENCE PATTERNS IDENTIFIED

- Classroom teacher monitors student absence daily.
- The Principal is to be informed of any consistent patterns of explained or unexplained absences once they are identified.

STEP 3 - INITIAL CONTACT MADE WITH PARENTS/CARERS

- If within three days of an absence a reason has not been provided (written or verbal) by a parent/carer then the school will contact parent/carer.

STEP 4 - LETTER SENT TO PARENTS/CARERS

- If no reason for an absence is provided after contact with the parent/carer then a letter requesting an explanation is to be sent home.
- After 10 days of the initial absence if no satisfactory reason has been received then the absence is to be recorded on Compass as unexplained.

STEP 5 - ATTENDANCE MEETING ORGANISED

- An Attendance Meeting is to be organised when a student's attendance pattern is of concern to the school. The meeting should establish a shared understanding of accountability and strategies for improving the attendance of the student. The parents/carers, the student, the classroom teacher and the Principal should attend the attendance meeting.

STEP 6 – ATTENDANCE IMPROVEMENT PLAN DEVELOPED

- An *Attendance Improvement Plan* is to be established in conjunction with the parents/carers and the student (during the Attendance Meeting or during a Student Support Group).

STEP 7 - SITUATION MONITORED AND REVIEWED

- Once plans are implemented, student attendance is to be monitored and any unexplained absences to be reported to the Principal.

STEP 8 - ONGOING STUDENT SUPPORT GROUP

- To facilitate consistent attendance when ongoing intensive support is required a Student Support Group should be convened and attended by the classroom teacher, the parent/carer, the student, the Principal and professionals from other agencies who support the student or family (with permission from parent/carer).

EVALUATION

- This policy will be reviewed by School Council (May 2016) as part of the school’s review cycle and as part of the school’s three-year review cycle (or more often if necessary due to changes in regulations or circumstances).
- Next review due May 2019.