



SCHOOL ATTENDANCE POLICY (UPDATED JAN 2016)

Absence from school is acknowledged as the biggest factor in blocking student success. Every day missed means the student has missed over 5 hours of potential learning.

According to the Education Department (DECD), if a student is absent:

- 10% of the school term (5 days) this is classified as having serious educational consequences
- 15% of the school term (8 days) this is classified as having chronic educational consequences

DAY 1 OF UNEXPLAINED ABSENCE

- H/Group teachers record student absence in DayMap by 9am



DAY 2 – DAY 3 OF UNEXPLAINED ABSENCE

- H/Group Teacher to make contact with parent / caregiver
- Record phone call / outcome in DayMap
- Replace Unexplained with correct code



DAY 4 OF UNEXPLAINED ABSENCE

- H/Group Teacher to Notify Student Services & YLM
- Absence letter posted home
- Record Action in DayMap under Notes



DAY 5 – DAY 10 OF UNEXPLAINED ABSENCE STILL NO CONTACT WITH CAREGIVER

- CASE MANGER is ASSIGNED
- Counsellor to complete attendance referral (if under compulsion)



- It is expected that the HG teacher will make first contact with caregivers (phone call / email)

TEACHER RESPONSIBILITIES

- Record attendance / absences in DayMap for both H/Group and ALL subject classes
- **H/Group teachers MUST make contact with parents/caregivers after 3 days of Unexplained Absences**
- Work with parents/caregivers and other agencies to support regular attendance
- Inform YLM of chronic student absences
- Make mandatory notifications as appropriate and inform YLM

ROLL CODES

Part of Day

D	All day
L	Late
M	Morning
A	Afternoon
E	Early

Reason for Absence

U	Unexplained
I	Ill without certificate
C	Ill with certificate
F	Family / Social / Cultural
K	Take Home
S	Suspension
P	Exclusion / Placement
X	Exclusion over compulsion
T	School Sport
N	Not approved
Z	School follow-up