

Student Non-Attendance/Absence Process



Student Absent

- Parent/Caregiver contacts school on day of or prior to absence via Seesaw/Answering machine indicating reason for absence.
- School office/Teacher receives notification and records absence.

Unexplained absence (no parent contact or reason given)

- School office sends notification to parents via SMS by 9.30am on same day of absence.
- Parent contacts school with reason for absence which is then recorded by school office staff on CASES.
- School sends out list of individual unexplained absence dates to parents weekly to complete and return to school.
- School office receives list and alters reason for absence on CASES.

Student absent for three consecutive days without explanation

- Teacher attempts contact with family via Seesaw/phone call.
- Teacher contacts office with response via email.
- School office staff records reason on CASES.
- Teacher records contact with family on Sentral.

Student absent five or more consecutive days without explanation

- Member of Principal Team attempts contact with family.
- Member of Principal Team notifies office of response.
- School office staff record reasons on CASES.
- Member of Principal Team records contact with family on Sentral.

Continued ongoing unexplained Absences

- Convene meeting with parent/caregiver to develop attendance improvement plan.
- School staff monitor attendance and communicate regularly with parents /caregivers in relation to the plan and its effectiveness.
- School sends out list of unexplained absences at the end of each term to families concerned.

No contact can be made with parent/caregiver

- Member of Principal Team contacts emergency contact for student.

No response from parent/caregiver

- SAO may issue a School Attendance Official Notice/warning or fine