



# SBPS Attendance Tracking Flow Chart

**SAM or SAO will call parents/carers if students are away for 2 unexplained consecutive days.**

- Parents/carers to be called on the afternoon of the 2nd day, when students are away for 2 unexplained consecutive days.
- SAM/SAO to record phone calls on Sentral.
- SAM/SAO updates reason on Sentral with their initials.

