



Shoal Bay Public School Attendance Process Flow Chart

When a student is absent for 2 unexplained consecutive days or a pattern of absences are forming-

- Parents/carer will be called by the school front office on the afternoon of the 2nd day, when students are away for 2 unexplained consecutive days or a pattern of absences are forming.
- School front office will log phone calls and attempted means of contact.
- Attendance coordinator will monitor absences and patterns that are forming.

Students are identified in stage meetings with absence patterns forming or evident. These students will be added to the stage minutes for monitoring.

School Administrative Manager sends data with students showing less than 85% attendance for Attendance coordinator to assess.

Attendance coordinator to discuss attendance concerns at the Learning Support Team meeting.

Attendance coordinator will place highlighted students on a monitoring spreadsheet.

School Front office staff will make contact with parents/carer on the afternoon of the 2nd consecutive day/s being absent or late arrivals/early leaving.

Classroom Teacher will make the **first care call**. Students will be given 2 weeks to improve their attendance. Classroom teacher will continue to make contact with parents/carer in the afternoon of the 2nd consecutive day/s being absent.

If students' attendance has not improved within the previous 2 weeks, parents/carer will receive a **care call** from the Assistant Principal. Students will get 2 weeks again to improve attendance.

If students' attendance has not improved within the previous 2 weeks, parents/carer will receive **Letter 1** from the Principal.

If students' attendance has not improved within the previous 2 weeks, parents/carer will receive **Letter 2** from the Principal.

If students' attendance has not improved within the previous 2 weeks, parents/carer will receive **Letter 3** from the Principal and an informal meeting.

If students' attendance has not improved within the previous 2 weeks, parents/carer will receive **Letter 4** from the Principal and a Formal Attendance Plan meeting with the Attendance Support Officer (HSLO), Parents/carer, and Principal.

Students is now **placed on a HSLO caseload**, and the school supports them with attendance information on that student.

If no improvement in attendance, a **Secretary Conference** is scheduled. Undertakings are then agreed to.