

Attendance Policy Whole School Procedures

1) A text message is sent each day a child is absent from school requesting an explanation to be send to the teacher.

Solved

Continue to monitor students attendance

Celebrate the more consistant attendance patterns via conversations with the student and family.

Student is absent for 3 consecutive days or there is pattern to their non attendance i.e. every Monday

2) CONTACT PARENTS

Communication is sent to the family via a text message, phone call or person to person requesting to explain the absence.

Record the contact and the information in the roll book.

Front Office staff record this information in EDSAS.

3) IF NOT CONTACT CAN NOT BE MADE

Refer to your line manager by completing the Attendance Notification Form.

Place this in your line manger's pigeon hole.

4) Leadership will use the following action to reengage the student/family

Formal meeting

Home visit

Communication will be sent back to the teachers

5) External referral to be made from the school to the Attendance Officer and a CARL report made.

Solved



Solved

