Student Attendance Intervention

Student is absent from school → SMS sent to parent after 11am requesting explanation → Home group teacher follows up unexplained absences with student

Student is absent for three consecutive days → KHS Reception makes telephone contact with family → Family expected to provide medical certificate in case of illness

Pattern of attendance concern emerges (eg: regular absences, sporadic attendance) → Home group teacher alerts Year Level Manager → Year Level Manager oversees initial contact with family to discuss strategies

Pattern of attendance concern emerges (eg: regular absences, sporadic attendance) → If ATSI student - Home group teacher alerts ACEO & Year Level Manager → ACEO makes initial contact with family to discuss strategies

Pattern of attendance concern continues → YLM/ACEO coordinates face to face meeting with student and family in conjunction with other staff, as appropriate. (eg: Flexible Pathways Coordinator, Counsellor) → Attendance Improvement Plan is developed

Pattern of attendance concern continues → If unable to make contact, letter sent by registered mail, setting date for meeting

Attendance does not improve → Counsellor coordinates referral to support services (under age of compulsion)

Attendance does not improve → For students 17+ with extreme levels of absence and failure to submit assessment tasks, letter sent re continued enrolment.