Student Attendance Process

When a student is absent from school without a legitimate reason please follow the steps below.

- Contact the parent / caregiver to obtain a reason for the students’ absence

If contact is successful:
- Change the code in your roll book
- Record details on the bottom of your roll sheet

If contact is unsuccessful:
- Record details on your roll sheet
- Continue to make contact and obtain a reason for the absence

If the student is absent for 3 consecutive days:
- Inform the Principal who will send home a letter of concern

If contact is successful:
- Change the code in your roll book
- Record details in your roll book
- File documentation

If contact is unsuccessful:
- The Principal will continue to attempt to make contact each day
- Record on EDSAS

As well as following the above process for daily absences, please monitor the total number of absences a student has in a term. The following steps need to be taken for students with **5 or more absences in a term** who do not have legitimate reasons (eg. Doctors note).

If a student has 5 in a term:
- Ensure you have the above steps documented
- Inform the Principal:
  - On the day of the 5th absence fill in the relevant attendance sheet and submit to the Principal
- Principal Actions:
  - Send home a formal letter to the family

If a student has 10 in a term:
- Ensure you have the above steps documented
- Inform the Principal:
  - On the day of the 10th absence fill in the relevant attendance sheet and submit to the Principal
- Principal Actions:
  - Conduct a home visit (with teacher if possible)
  - Submit pre-referral paperwork to Attendance Officer