

AUGUSTA PARK PRIMARY SCHOOL RESPONSE TO STUDENT ABSENCES FLOWCHART

EXPLAINED ABSENCES

- ◆ Entered in Academy by Front Office Staff or Attendance ACEO
- Class Teachers notified of planned absences (e.g. exemptions, extended illness) by Attendance ACEOs or Front Office Administration staff via email.

UNEXPLAINED ABSENCES

On the first day of unexplained absence

- ◆ Automated SMS is sent
- ◆ Attendance ACEO prints out daily unexplained absences.

- ◆ Response is received (by SMS or phone call).
- ◆ Recorded in Academy by Front Office staff or Attendance ACEO.

- ◆ Response is not received
- ◆ Phone call is made and documented by Attendance ACEOs. Reasons for absence are documented if provided.
- ◆ This document is scanned and emailed to each teacher daily.
- ◆ GOM student absences are notified to Families SA by nominated Front Office staff member.

3 Days of consecutive unexplained absence

(Where there has been no response to SMS or phone calls or inadequate responses have been provided.)

- ◆ Attendance ACEOs are forwarded ISSS alerts (generated from Education Office) by Principal
- ◆ Home visit with ACE representative and class teacher, negotiated with consideration given to established relationships.
- ◆ Tracking managed by Attendance ACEOs, using visual data display and documented actions. This information (including reasons for absence and follow up) to be emailed to teachers regularly.
- ◆ Academy generated automated email sent to STAR Representative, School Counsellor, ACE Team, Principal.

5 Days of consecutive unexplained absence

(Where there has been no response to SMS or phone calls or inadequate responses have been provided.)

- ◆ A home visit is conducted if the student has not been sighted by a staff member
- ◆ Referral is submitted to DECD by the School Counsellor and/or Attendance ACEOs.
 - ◆ Response managed through weekly ACE Team meetings held Friday mornings.
- ◆ Planned response, actions taken and results to be communicated to class teacher via email and proforma.

8 Unexplained absences in a term.

Monitored weekly by Attendance ACEOs, through ISSS and Academy.

- ◆ Class Teacher notified by email by an Attendance ACEO.
- ◆ Home visit by ACE representative and class teacher, negotiated with consideration given to established relationships.
- ◆ STAR referral submitted, referral to DECD Support Services considered.
- ◆ Individual Attendance Improvement Plan documented and with a review date, led by STAR representative, to include class teacher, and caregiver and student if possible.