



Student Absence Flow Chart

Student is absent

Class teacher records absence in roll book

Roll book is sent to the office by 9.30am

Class teachers to follow up student absence when unexplained. Blue note to be sent home the day student comes back to school if no note or contact from parent/carer. Teacher rings on Friday for all unexplained absences for the week.

When reason for absence known, class teacher or Karen make changes to roll book. Class teacher's responsibility is to check pigeon hole throughout the day for messages.

On the 3rd consecutive day student is away, teacher attempts to contact the parent/carer.

If contact has been unsuccessful OR extended unexplained absence or pattern of frequent absence occur **Refer to Wellbeing Leader for further instructions.**

If there is reason for concern, a letter will be posted home from school highlighting number of days absent and strategies for support.

A Home visit will be conducted by the Wellbeing Leader, the AET or the ACEO.

Referral to Social Worker - Truancy and or a referral to the DECD Wellbeing Practitioner.