



Attendance Policy; Absentee Follow Up and Social Work Referral Processes

At Wallaroo Mines Primary School we aspire to obtain a 90% or higher attendance rate for all our students, therefore the monitoring of student attendance is of vital importance. Home Class Teachers are responsible for taking the roll every morning and ensuring its accuracy, they also follow up on non-attendance from students within their class.

All teachers should engage in proactive strategies to improve student attendance, these include recognising students who improve attendance over time, developing personalised and engaging learning programs and ongoing assertive outreach to families promoting good news stories about their child.

School Leaders and Admin Staff support teachers to engage families as they help identify attendance barriers and implement strategies for improved attendance. They also support teachers to collect and record evidence of assertive outreach to provide as evidence when making a Social Work Duty Line Referral.

The process for teacher follow up is as follows:

- **Students with persistent lateness, arriving after 8:50.**
 - 5 Late Arrivals per term: After the 5th Late, class teacher makes parent phone call and records information in Roll Book.
 - 10 Late arrivals per term: After the 10th Late, informal family meeting is organised by class teacher supported by Wellbeing Leader or Principal with implementation of Attendance Plan to be agreed to and recorded in Roll Book. A referral may be made after this meeting at the discretion of leadership.
- **Daily Absence Reminders**
 - Parents will receive a text message at 10:00 each morning if their child's absence is unexplained. Front Office staff will record responses to these messages in Roll Books.
- **Students with >90% attendance for the year**
 - Explanation for 1 absence is through either phone call or attendance slip, information is recorded in Roll Book by class teacher.
 - Explanation for 2 or more consecutive unexplained absences is through phone call by class Teacher, information is recorded in Roll Book by class teacher.
- **Students with <90% attendance for the year**
 - **Explanation for 1-4 absences per term:** Class teacher makes parent phone call and records information in Roll Book.
 - **Explanation for 5-9 absences per term (habitual):** Class teacher makes parent phone call, sends email to parent, information is recorded on Referral Checklist.
 - Referral checklist to be started by class teacher and kept in Roll Book.
 - Wellbeing Leader and Principal are notified via email - *Subject; attendance concern*. Official attendance letter is sent by Principal, a referral may be made if student has previous truancy social work interventions.

- **Explanation for 10-20 absences per term (chronic):** family meeting with class teacher supported by a leader with implementation of Attendance Plan to be agreed to and recorded.
 - Class Teacher and Leader to make any necessary CARL Reports &/or a referral to the Attendance Officer will be made after this meeting.
- **Absences Coded as ‘Family’**
 - **6 absences for the year coded as ‘Family’:** Class teacher makes parent phone call to discuss the use of ‘Family’ code. Discusses options such as Exemption and supports the family to address any barriers to attendance.
 - **10 absences for the year coded as ‘Family’:** family meeting with class teacher supported by leader with implementation of Attendance Plan to be agreed to.
 - A referral to the Attendance Officer will be made by the leader after this meeting.
 - CARL notification to be made by class teacher if applicable.
 - **10 absences without explanation:** teacher and a school leader prepare referral checklist and begin coding student as ‘Z’. Social work referral to be made by leader using documentation from referral checklist.
 - **Explanation for 20 absences per term (high-risk chronic):** social work referral to be made by leader using documentation from Attendance Plan and referral checklist.

Leaders can make a Social Worker Referral at any stage, however a consult can only occur after the class teacher has made significant effort to engage the family.

Before a referral is activated the school must:

- Attempt to connect with the family via phone call or text message, letter, email, home visit and meeting at the school.
- Make CARL notifications if applicable.
- Identify a lead professional to manage attendance concern. (Sub School leader)
- Gather information on students functioning, wellbeing and learning outcomes.
- Ensure documentation of all interventions and plans are available. (% attendance, Last student date sighted, Barriers to attendance, Site level intervention attempted, Parent explanation of absence)

The following documents support the implementation of this policy.

- **Request for Explanation of Absence**
- **Whispir ‘Daily Attendance’ SMS**
- **Assertive Outreach Record**
- **Attendance Plan**
- **Attendance Referral Document**

Due for review January 2023



Request for Explanation of Absence



Dear Parent/Caregiver

Your child _____ was absent from school without explanation on _____.
Would you please inform the school of the reason for the absence/s.

Class Teacher

Date

PLEASE COMPLETE & RETURN TO CLASS TEACHER

My child was absent from school on _____ because

✓	Reason
	<i>Ill with certificate (send certificate)</i>
	<i>Ill without a certificate</i>
	<i>If Family or social reasons, please give details of reason</i>
	<i>Other (please provide details)</i>

Parent/Caregivers Signature _____

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	<i>Other (please provide details)</i>

Parent/Caregivers Signature _____

Assertive Outreach Record

Student Name	Year Level	Attendance %

Action #	Date	Communication Method	Details/Outcomes	Actions - by whom
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



Student Attendance Plan

Student Name	Year Level	Attendance %

Date for plan to start	Date for review of plan

Parents identified barriers for attendance

Students identified barriers for attendance

Required Actions / Attendance Strategies	Person Responsible

Review		
Attendance Barrier	Attendance Strategy	Impact on attendance



Referral Check list.

Student Name	Year Level	Age	CIC	SWD	ATSI	CALD	GOM
Has the teacher spoken with Aboriginal Services Engagement Officer:						Yes	No

Name of Parent/Guardian	Relationship to Child	Phone Number

Description of Concerns from teaching staff

Last at school	Last sighted	Attendance %	Medical Evidence	Parent Explanation - in brief

List of site interventions to assertively engage the family (phone calls, emails, parent meetings, alternate programs)

External agencies involved	Protective factors – interests and strengths

Student's Behaviour of Concern (highlight any relevant)		
Physically Violent	Absconding/Running Away	Sexualised Behaviours
Social Isolation	Alcohol and Drugs	Student Disengagement

Risk factors (Highlight any relevant)			
Child Protection	Domestic/Family Violence	Family Mental Health	Student Mental Health
Alcohol or Drug Use	Family in Financial Stress	Family Disability	Homelessness
Gaming addiction	Family Support	Family Breakdown	Child's Physical Health
Social Media	Other:		

