Attendance/Truancy Policy

If a student is PRESENT in your class but marked UA when you go to mark ID ATTEND, please send them to sign in at student services as they are late to school.

CHECK STUDENT SERVICES TO DETERMINE IF STUDENT IS LEGITIMATELY ABSENT

STUDENT ABSENCE LEGITIMATE

CATCH UP WITH STUDENT NEXT LESSON TO DISCUSS MISSED WORK

STUDENT TRUANTS YOUR LESSON

Curriculum Teacher Process

1ST – 2ND OFFENCE- TEACHER ISSUED CONSEQUENCE

TEACHER MUST Inform parent; Record contact on OneSchool and refer to Yr Co for information and issue consequence

If the student has presented **LATE TO SCHOOL** without registering at the office, **WELFARE** teacher enters the instance through ID Attend as Late to School

Inform

Year Co-ordinator Process

Year Co-ordinator Record / Track incidence of absence

This information is used if intervention for whole day or patterns of truancy emerge which need to addressed by further support from year co or administration.

If this is required, the classroom teacher will be informed by the year-co/admin of any changes to the process.

Inform

3RD OFFENCE-HOD REFERRAL

HoD Referral - Parent contact; Record Contact on OneSchool; Monitoring card; inform Yr Co

TRUANCY PERSISTS

YR CO/ADMIN REFERRAL

AIM HIGH

Wellington Point STATE HIGH SCHOOL