

MCC Attendance Flow Chart



DAILY UNEXPLAINED ABSENCES SSO –

- Sends SMS text to informing parents of absence and to request a reason.
- Follows up with letter (Tuesday of following week) if there is no response.
- Phones caregivers of high risk students (20+% absence) upon receipt of the roll book.

NO RESPONSE

1 TO 3 DAYS UNEXPLAINED/CONSECUTIVE ABSENCES OR ONGOING PATTERNS OF LATENESS

CLASS TEACHER – make contact via phone, note or in person (exhaust ALL possibilities including emergency contacts)

CONTACT MADE – note (adequate) reason provided

CLASS TEACHER – document outcomes with date on Absentee Notice (in roll books) or in EDSAS when additional information is required.

NO CONTACT OR INADEQUATE REASON

ONGOING ABSENCE (5 days in a term)

CLASS TEACHER – refer to section leader

SECTION LEADER - make contact via phone, note or in person. Attempt to arrange a face-to-face meeting. EDSAS notes.

If no contact can be made - send Attendance Notification Letter 1

ACEO – asked to follow up for Aboriginal families

CONTACT MADE – note (adequate) reason provided

SECTION LEADER – document outcomes with date on Absentee Notice (in roll books) and in EDSAS.

ACEO – Inform Section Leader

CLASS TEACHER – continue to monitor

NO CONTACT OR INADEQUATE REASON

ONGOING ABSENCE (8 days in a term)

SECTION LEADER - make contact via phone, note or in person
If no contact can be made - send Attendance Notification Letter 2 by registered mail. EDSAS notes.

ACEO – informed of progress for Aboriginal families

CONTACT MADE – attendance addressed

SECTION LEADER – document outcomes with date in Roll Book and in EDSAS.

ACEO – Informed of progress

CLASS TEACHER – continue to monitor

NO CONTACT OR INADEQUATE REASON

ONGOING ABSENCE (10 days in a term)

SECTION LEADER – refer to Wellbeing Leader. Further contact attempts made. SMS/email/write re intention to escalate to (1) do home visits on absence days and (2) refer to regional office. EDSAS notes.

Home visits – SL and WL when possible.

SECTION LEADER & WELLBEING LEADER – work together and inform Class Teacher of progress. EDSAS notes.

ACEO – Informed for Aboriginal students

NO CONTACT OR INADEQUATE REASON

ONGOING ABSENCE (12+ days)

WELLBEING LEADER – contact DfE Social Worker (Attendance and Engagement) for Pre-Referral conversation (after a total of 10 days absent). EDSAS notes. Add to **STUDENT REVIEW TEAM** list.

Referral to Student Attendance Officer if improvements not seen (15 days). Follow up with Aboriginal Wellbeing Officer for Aboriginal families.

Home visits – SW (A&E) and WL

WELLBEING LEADER & SWA&E – continue to work together and inform Class Teacher of progress. EDSAS notes.

ACEO – Informed of progress for Aboriginal students.

Mandatory reports citing ‘neglect’ may be made at any time in this process as deemed necessary.

STUDENTS AT MOST RISK OF ENTERING THE CHILD PROTECTION SYSTEM

SRT (VIA SL/WL)– make referral to Child Wellbeing Practitioner citing ‘neglect’.

ACEO – asked to follow up for Aboriginal families

Needs assessed, supports arranged

CWP– document outcome with family.

WELLBEING LEADER – EDSAS notes.

ACEO – Informed of progress for Aboriginal students

CLASS TEACHER – continue to monitor