



# SCHOOL ATTENDANCE PROCEDURES



**MOMENTS  
MATTER,  
ATTENDANCE  
COUNTS.**

The following procedure is followed daily following absence

Messages are checked on the absence line.

All absence reasons recorded and checked for possible patterns

Child is not marked in on the class register

If we feel your child could attend school or if this is not a reason to be absent, we will return your call to support with a plan for your child to come into school

If your child has arrived, a late mark will be recorded (Code L)

If your child arrives after 9.30am this is recorded as a Code U which is an unauthorised morning session

If your child has not arrived to school, our Family Support Worker will contact the family using all contacts numbers provided

Messages are sent via Class DOJO

If any other agencies are involved with the family, they are contacted and made aware of the absence

When a reason for absence is provided, we will remind you of our school policy to contact school to report your child's absence. The reason for absence is then recorded. School will monitor for patterns.

If we are unable to contact you and we have a concern regarding your child's welfare, we will conduct a home visit.

If your child is absent for more than one day and we have been unable to make contact and no reason has been provided a home visit will be conducted



DUTY OF CARE

