MWPS Attendance Procedures Flowchart

Melton West

Both verbal and written explanations accepted

Teacher marks the roll on Sentral at 9:00am

Student present

Student absent

Student is absent for one days without explanation

Automated SMS sent from MWPS is absence is unexplained

Teacher calls home to enquire about absence

If no contact, **teacher** records the attempt on Sentral

If no contact after 3 attempts, then home visit arranged by **Wellbeing Team**

Teacher welcomes student back, updates roll on Sentral and records as an Attendance Note (if required)

Student returns without explanation

Parent contacted school with explanation

Student returns with explanation

Office updates roll on Sentral and records as an Attendance Note (if required)

Teacher to welcome student back and provide them with an Unexplained Absence Note

Weekly/monthly Attendance Letters sent home by Shae Battye

Note is returned and student attendance is updated and documented on Sentral by **Teacher**

Student arrives late

Student early departure

Student to complete Late Arrival/Early Departure at Offive and collect card

Student to give the card to the teacher when entering

Late Arrival/Early Departures are entered onto Sentral daily by office staff.

Attendance Support Personnel:
- checks attendance reports
- ensures teachers are making calls
- ensure that notes are being recorded

Students with less than 80% attendance are identified by the **Attendance Support Personnel**

Teacher to contact families via phone to discuss risks to learning from non-attendance as well as "good stuff" that is happening at school and record discussion on Sentral Notes

Student given role of responsibility (where possible) and receive an invitation to attend clubs from **teacher**

Student absence continues and attendance falls below 70%

Attendance Support Personnel notifies Leadership that attendance of student is below 70%

Leadership contact family and arrange an Attendance Support Group Meeting with Leadership, Classroom Teacher, Attendance Support Personnel and Family

Details from the Attendance Support Group Meeting are recorded onto Sentral by **Attendance Support Personnel**

Attendance section to be added to ILP by **teacher** and re-uploaded onto Sentral

Regular meeting with **Attendance Support Group** until attendance increases consistently

If no improvement, outside agencies coordinated by **Leadership,** as required

KEY

Responsibility of TEACHER

Responsibility of STUDENT

Responsibility of SCHOOL