

Responding to Absences

Attendance Issue	Responses
<p>Unexplained absences</p> <ul style="list-style-type: none"> ● Inconsistent attendance ● Repeated absences ● Periods of time away from school 	<ul style="list-style-type: none"> ● Contact families. When teachers follow up on student absences, it is likely to have a bigger impact on attendance than an automated message or routine call from administrative staff. Teachers are most likely to be successful in improving attendance when they reach out to families in an encouraging and constructive way (DET School Attendance Guidance). ● Collect detailed absence data for all students ● If unavailable by phone send a letter home or email to establish contact and refer to school attendance officer ● If multiple unexplained absences occur, refer to school-based supports such as wellbeing staff and report to school leadership ● Invite families and students to a school meeting/PSG to seek additional information to plan for supports. The earlier the better. ● If unexplained absences continue, refer to relevant supports such as Navigator, SSSO, MH Practitioners in schools. ● Report to DET School Attendance Officer after more than five unexplained or unauthorised absences ● If unexplained absences continue, refer to relevant external agencies such as CAMHS, ChildFIRST or Child Protection (DHHS)
<p>Explained absences:</p> <ul style="list-style-type: none"> ● Medical appointments ● Repeated illness ● Religious holidays ● Holidays during school term 	<ul style="list-style-type: none"> ● Request a medical certificate be provided for two or more days of absence related to reported illness ● Communicate expectations that student will not be absent entire day and can attend before or after appointments if they are well enough to attend ● When appropriate, encourage appointments to be scheduled outside school hours and request medical certificate ● Request families to notify school in advance of upcoming absence due to religious holidays as well as notify school on the day ● Have parent understand the importance of attending school everyday and not taking holidays during the school term ● Meet with families and students who have multiple and repeated absences to identify needs and provide support
<p>School explained absences</p> <ul style="list-style-type: none"> ● Suspensions 	<ul style="list-style-type: none"> ● Meet with families and students who have single, multiple or repeated suspensions to identify needs and implement school based supports