



Attendance Procedures

"School is better when your child is there"

We all want our students to get a great education, and the building blocks for a great education begin with students coming to school each and every day. If students miss school regularly, they miss out on learning the fundamental skills that will set them up for success in the later years of school. There is no safe number of days for missing school – each day a student misses puts them behind, and can affect their educational outcomes. Each missed day is associated with progressively lower achievement in numeracy, writing and reading.

1

Unexplained/unauthorised absence

Phone contact made with parent/guardian/or emergency contact by office staff

2

Five days or more of unexplained absences

Phone contact made with parent/guardian and/or emergency contact by office staff

CWPS Attendance Percentage Letter sent home

Re-offer, support for attendance

3

Ten days or more of unexplained absence

Phone calls as per level one and two

Increase offer of, or re-offer, support

CWPS Second Letter sent home/email to parent/guardian regarding absence

4

30% or more unexplained absences

Phone calls as per level one, two and three

Increase offer of, or re-offer, support

CWPS Final letter sent home /email to parent/guardian regarding absences.

The letter to be signed and sent by the Principal.

5

Ongoing unexplained absences

Phone calls as per previous levels

Increase offer of, or re-offer, support

Contact DFFH / Request a police welfare check (call local police)

6

Referral using Department template email this to Caroline Bates or Dana Halm