



Port Broughton Area School

Port Broughton Area School

Attendance Policy; Absentee Follow Up and Social Work Referral Processes

At Port Broughton Area School, we aspire to obtain a 90% or higher attendance rate for all our students, therefore the monitoring of student attendance is of vital importance. Home Class Teachers are responsible for taking the roll every morning and ensuring its accuracy, they also follow up on non-attendance from students within their class. All Secondary lessons will have class roll taken, as will Primary lessons with teachers who are not the classes Home Class Teacher.

All teachers should engage in proactive strategies to improve student attendance, these include recognising students who improve attendance over time, developing personalised and engaging learning programs and ongoing assertive outreach to families promoting good news stories about their child.

School Leaders and Admin Staff support teachers to engage families as they help identify attendance barriers and implement strategies for improved attendance. They also support teachers to collect and record evidence of assertive outreach to provide as evidence when making a Social Work Duty Line Referral.

The process for teacher follow up is as follows:

- **Students with persistent late arrival or early departure, arriving after 8:50 or leaving before 3:10.**
 - 5 late arrival or early departure per term: After the 5th occurrence, **class teacher** makes parent phone call and records information.
 - 10 late arrival or early departure per term: After the 10th occurrence, family meeting is organised by **class teacher** supported by a **member of school leadership** with implementation of Attendance Plan to be agreed to and recorded in Roll Book. A referral may be made after this meeting at the discretion of leadership.
- **Daily Absence Reminders**
 - Parents will receive a text message each morning if their child's absence is unexplained. Front Office staff will record responses to these messages.
- **Students with >90% attendance for the year**
 - Explanation for 1 absence is through either phone call or attendance slip, information is recorded in **Daymap** by **class teacher**.
 - Explanation for 2 or more consecutive unexplained absences is through phone call by **class teacher**, information is recorded in Daymap.
- **Students with <90% attendance for the year**
 - **Explanation for 1-4 absences per term: Class teacher** makes parent phone call and records information in Daymap.
 - **Explanation for 5-9 absences per term (habitual): Class teacher** makes parent phone call, sends email to parent, information is recorded on Referral Checklist.
 - Referral checklist to be started by class teacher.



- Wellbeing Leader and Principal are notified via email - *Subject; attendance concern*. Official attendance letter is sent by Principal, a referral may be made if student has previous truancy social work interventions.
- **Explanation for 10-20 absences per term (chronic):** family meeting with **class teacher** supported by a **leader** with implementation of Attendance Plan to be agreed to and recorded.
 - **Class Teacher and Leader** to make any necessary CARL Reports &/or a referral to the Attendance Officer will be made after this meeting.
- **Absences Coded as ‘Family’**
 - **6 absences for the year coded as ‘Family’:** **Class teacher** makes parent phone call to discuss the use of ‘Family’ code. Discusses options such as Exemption and supports the family to address any barriers to attendance.
 - **10 absences for the year coded as ‘Family’:** family meeting with **class teacher supported by leader** with implementation of Attendance Plan to be agreed to.
 - A referral to the Attendance Officer will be made by the leader after this meeting.
 - CARL notification to be made by class teacher if applicable.
 - **10 absences without explanation: teacher and a school leader** prepare referral checklist and begin coding student as ‘Z’. Social work referral to be made by leader using documentation from referral checklist.
 - **Explanation for 20 absences per term (high-risk chronic):** social work referral to be made by **leader** using documentation from Attendance Plan and referral checklist.

Leaders can make a Social Worker Referral at any stage, however a consult can only occur after the class teacher has made significant effort to engage the family.

Before a referral is activated the school must:

- Attempt to connect with the family via phone call or text message, letter, email, home visit and meeting at the school.
- Make CARL notifications if applicable.
- Identify a lead professional to manage attendance concern. (Sub School leader)
- Gather information on students functioning, wellbeing and learning outcomes.
- Ensure documentation of all interventions and plans are available. (% attendance, Last student date sighted, Barriers to attendance, Site level intervention attempted, Parent explanation of absence)

The following documents support the implementation of this policy.

- **Request for Explanation of Absence**
- **Assertive Outreach Record**
- **Attendance Plan**
- **Attendance Referral Document**

Ratified by Governing Council 2025

