



STAWELL SECONDARY COLLEGE

Staged Response to Absence

1

- Where student is absent and the absence is unapproved. Parent/Guardian/Carer contacted by Attendance Officer that day and reason for absence obtained.

2

- Where student is absent for 5 consecutive days unapproved and no contact has been established. Attendance Officer alerts Year Level Coordinator.
- *Attendance Officer to run a fortnightly report of attendance and alert Year Level Coordinators to students with attendance at 70% to 80% for follow up.*
- Where a student's attendance is below 70% Leading Teacher to follow up.

3

- Student absent for 7 consecutive days unapproved and no contact has been established. Letter signed by Principal and sent to Parent/Guardian/Carer by Attendance Officer. Parent/Guardian/Carer given 10 days to respond.

4

- **Response**
- Reason for absence obtained and where concern for ongoing absence is established, Attendance Officer alerts *Year Level Coordinator to organise an attendance meeting with the Parent/Guardian/Carer, Leading Teacher and Wellbeing Coordinator (where necessary)*. An attendance improvement plan implemented and communicated to Attendance Officer.
- If indication of intention to exit or seek alternative education/employment is made, *Leading Teacher to notify School Registrar.*
- **No Response**
- Refer to Step 6

5

- Attendance monitored by Attendance Officer and Year Level Coordinator

6

- Where parent engagement or improvement has not been established or where student has more than 28 days absent in a term. Attendance Officer to make referral to DET regional Attendance Officer. Principal notified and Child First / Navigator referral made where appropriate by Principal. or Wellbeing Coordinator .

7

- Attendance Officer to generate attendance report on a termly basis and letter of concern sent to Parents/Guardian/Carer regarding students attendance rate under 80% for years 7-10 or under 85% for years 11-12.