Spencer Park Primary School
Attendances Procedure

A POOR ATTENDANCE PROCEDURE

1. Teachers who have attendance concerns with any of their students are to inform the Deputy Principal responsible.

2. Every term the Deputy Principal will generate Absentee Letters for children with unexplained absences. These will be mailed to parents/caregivers.

3. A decision will be made about the action to be taken in relation to the following:
   a. Poor attendance
   b. Attendance not showing improvement even after parental contact.
   c. Lack of documentation for student's absence.

   These actions could include:
   a. Further parental contact being made either by phone or in person.
   b. Standard letter.
   c. Case conference convened with all personnel in attendance and an attendance plan being developed.
   d. ~~District office support~~.

   A record of all attempts to make or actual contact with parents/carers is kept in the Attendance File.

4. Once all of the above steps have been utilised and no improvements in attendance has been noted a referral will be made to the relevant district office staff member who has the responsibility of following up poor attendance.

B STUDENTS WHOSE WHEREABOUTS ARE NOT KNOWN

1. When a student leaves the school to attend another and a transfer note has not been received after two weeks, then the student/s name/s will be put on the 'Whereabouts Unknown' list and the student/s name/s removed from the school database.

C TEACHERS

1. Staff must ensure that they record accurately a student's attendance twice each day.
   - Morning attendances are to be entered no later than 15 minutes after the commencement of school.
   - The afternoon attendances are to be recorded no later than 15 minutes after the commencement of instruction after lunch.

2. Staff to ensure that the letters included in the roll for non-explanation of absence are taken home by the appropriate students.

3. When a letter or verbal explanation for a student's absence is received, a record of this should be entered on the notification sheet so that adjustments may be made accordingly.