

Attendance Guidelines Summary

Schooling is compulsory for children and young people aged from 6 to 17 years unless an exemption from attendance or enrolment has been granted. Daily school attendance is important for all children and young people to succeed in education and to ensure they don't fall behind both socially and developmentally. It is important that children develop habits of regular attendance at an early age.

At Southern Cross Primary School, a 3 tiered level of support is in place to monitor and target attendance for all students:

Tier 1

Students with less than 10 days absent or late per semester

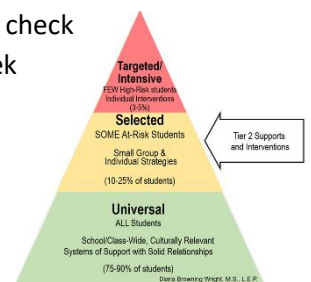
- COMPASS Notification Sent
- Phone call made to unexplained absences by the Office Manager
- 3 or more consecutive days absent – classroom teacher touches base for a wellbeing check
- Letters sent home with students listing unexplained absences at the end of each week

Tier 2

Students who have more than 10 days absent or late per semester

Term 1 = 6+ Days / Term 2 = 11+ days / Term 3 = 16+ days / Term 4 - 21+ days

- Daily phone call made to explained and unexplained absences as student considered *at risk* for attendance
- Day 11 - "Attendance Check In" Letter posted to the family
- Day 15 – "Attendance Plan Required" Letter posted to the family
 - Attendance Plan entered into COMPASS
- Medical Certificate required for students with 3 or more consecutive days absent.



Tier 3

Students with 8 or more unexplained absences.

Students who have been through the Tier 2 system and continue to have absences.

Students who have more than 20 days absent or late per semester

Term 1 = 11+ Days / Term 2 = 21+ days / Term 3 = 31+ days / Term 4 - 41+ days

- Daily phone call made to explained and unexplained absences as student considered *at risk* for attendance
- Face to Face Attendance Meeting Required
- Medical Certificate required for students with 3 or more consecutive days absent.
- Department of Education Monitoring Referral