



STUDENT BEHAVIOUR MANAGEMENT

Attendance Procedure

This procedure sets out the framework, guidelines and obligations regarding Attendance

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Rationale

Shared understandings, collaborative development and promotion of attendance improvement practices are essential to support all members of the school community to positively influence young people's wellbeing, learning and life at Urrbrae Agricultural High School. Non-attendance or arriving late for school not only has adverse consequences on the lives of individuals, it can also minimise learning time in the classroom. Absence from school can limit a student's development of essential knowledge and skills required for effective participation in work, relationships and families, and active citizenship. The staff of Urrbrae Agricultural High School share a responsibility with the community to support students' regular attendance at school.

A range of research has demonstrated a clear link between school-based factors and patterns of non-attendance. These studies point to the following significant influences on student attendance patterns:

- Bullying and harassment
- Curriculum
- Teaching practices
- Not getting along with teachers or other students at school
- Health and Wellbeing issues
- Illegal activities
- Issues of gender, socio-economic status, cultural and social diversity, family and personal circumstance and disability.

Intervention in poor attendance is known to improve student learning outcomes. Students who have patterns of poor attendance are at risk, as they may not achieve their potential in education and social development.

DfE Requirements - Compulsory Attendance

The Act requires that children must be enrolled in a school or approved learning program from the age of 6 years until they turn 17 years of age. All young people between the ages of 16 and 17 are required to participate in an approved learning program until they turn 17 years, or until they have achieved an appropriate qualification under an approved learning program, whichever happens first. This is irrespective of distance from the school or whether or not the student has a disability. Approved learning programs include: SACE (South Australia Certificate of Education), Vocational Education Training (VET), Technical and Further Education (TAFE) courses or accredited courses offered by Registered Training Organisations (RTOs), apprenticeships or traineeships.

Procedure Outcomes

Implementation of this Procedure will result in the following outcomes:

- Improvement in Urrbrae students' attendance and participation as shown in attendance data collected
- Improvement in learning outcomes as measured by Urrbrae's assessment processes
- Increased awareness within the Urrbrae school community of the importance of regular attendance
- Ongoing analysis of attendance data, which informs the review of Urrbrae policies and procedures

To support the achievement of these outcomes, UAHS will:

- Monitor and analyse attendance data to inform the use of intervention strategies and ensure that attendance targets are met and appropriately reviewed
- Work with interagency support staff as appropriate
- Promote engagement of students through quality curriculum, teaching and learning and relationships, and appropriate school structures and processes.

Daymap and EDSAS

Daymap takes the lesson attendance data and converts it to the familiar M,A and D codes so that EDSAS can use it. Daymap absence data is imported by Student Services into EDSAS weekly.

Daymap splits the day into two sessions. (Morning session Lessons HG, 1-3. The Afternoon session lessons 4-6).

If ALL lessons in a day are marked as absent in Daymap then it will generate a D code for EDSAS.

If any lesson in a session is unmarked or marked as “Present’ in Daymap then no absence code will be generated for EDSAS for that session.

Home Group is treated as just another lesson in the Morning Session

Community Expectations

Staff Responsibilities

- Provide a relevant and dynamic learning program and environment that seeks to engage students and offers opportunity for success, thus encouraging regular attendance
- Record non-attendance according to departmental requirements supported through Daymap
- Ensure students have swiped in if they have been off site (Home Study, Appointments)
- Implement procedures, including parent communication, to follow up non-attendance
- Contribute to the analysis of attendance trends and the development of the Urrbrae Attendance Improvement Plan
- Work with parents/carers and Student Services to support students’ regular attendance in the education program
- Follow up on absences or lateness by asking the student for a note (written or electronic) from the parent or carer if the absence is not already explained in Daymap

Home Group Teacher Responsibilities

- Take and update rolls, including late to school reasons, or absences based upon correspondence received from parents/carers
- Home Group teachers follow up unexplained absences which are *more than three* consecutive days or more than one unexplained absence a week for three weeks. Home group teacher is to phone or email parents/carers and record on Daymap under parent communication in notes.
- A print out of unexplained absences is placed in all Home Group pigeon holes in Week 5 of each term. HG teacher to note absences and strategies tried and then hand back the sheet to the Year Level Coordinator by the end of Week 5.
- Those that still have unexplained absences by the end of week 6 to be issued an afterschool detention (truanting). This will enable the Year Level Coordinator to follow up at this time. (also refer to After School Detention Procedure).
- Student Services to ensure students are referred to Regional Support Services as appropriate when absences increase beyond an acceptable standard

Parent/Carers Responsibilities

- Enable the student to attend punctually and regularly on every day the education program is offered and to comply with that program. At Urrbrae Agricultural High School we understand that sometimes, unforeseen events can disrupt the morning routine. If there is a genuine reason for the student being late, we ask the parent/carer to either ring/email/skoolbag the school as soon as possible, or write a note in the student's diary explaining the unexpected lateness.
- Provide an explanation to the school whenever the student is absent and contact the school as soon as possible with an explanation of your child's absence. Reasons for school absence may include illness, family bereavement, family holiday, medical/dental appointments. If your child is absent with illness for three or more days the department prefers a medical certificate to support the use of the medical code in the attendance codes on Daymap. *No medical certificate* is then entered differently into EDSAS. Parents/carers can reply to SMS messages sent by Urrbrae Agricultural High School regarding an unexpected absence either by text, note, skoolbag, phone call or email.
- Provide information to the school that may help planning for the child's learning. For example medical conditions, learning difficulties, learning disabilities and family issues
- Provide an explanation to the school whenever their child is absent. Writing a note in the diary or using the "Reasons for Absences" pages at the back of the diary, use Skoolbag App or provide a medical certificate if relevant.
- If the absence is over 2 weeks and is not medical then refer to absences known in advance
- Work with the school on intervention strategies to improve attendance

Student Responsibilities

- Be punctual in arriving at school and for all lessons and activities. Students should arrive at school prior to the first bell (8:40am) and remain on the school grounds unless they have permission to leave. Students attend school every day instruction is offered unless there is a valid reason for being absent.
- Students who have home study or another valid reason for arriving or leaving out of normal school hours must sign in/out appropriately, with evidence provided to the appropriate staff member in student services.
- When a Senior Student is on site during Home Study time they must swipe in. This is to determine that the student is on site in case of emergencies.
- If a student arrives late they must swipe in before going to lessons
- Students should remind parents/carers to write notes and bring them to the Home Group teacher if they have been absent or contact the school in some way.
- Engage appropriately in the lessons and activities
- When a student misses lessons for any reason, including illness or excursion, it is the student's responsibility to catch up on work missed.

Student Services Responsibilities

- Take any communication from parents/carers explaining reasons for absence. Record the information and enter directly into Daymap for teacher information
- Refer to the appropriate Year Level Coordinator or Student Wellbeing AP if you are concerned about a phone call.
- Monitor students swiping in late or out early both in the Senior Centre and Student Services and alert Year Level Coordinator of any issues.
- Assist home group teachers in follow up of absences.

Year level Coordinators, Student Wellbeing Leaders' and Senior Leaders' Responsibilities

- Once a fortnight check students with an Attendance rate lower than 70%
- Create a 'Watch List' for students - contacting and counselling students who have been absent for more than 5 consecutive days (timetabled class days) without approval
- Email a letter of concern and record notes on Daymap. The emailed letter will remind students of their obligation to maintain satisfactory attendance whilst attending UAHS.
- If an After School Detention is given due to unacceptable response time for an "unexplained absence" then Year Level Coordinator to contact parents during After School Detention and *record in the notes* section of Daymap
- Referral to DFE Attendance if appropriate
Before referring attendance ensure the following has been actioned:
 - ❖ Seek to identify any factors in class/at school that may contribute to the unsatisfactory attendance and have attempted to address them.
 - ❖ Attempt to contact the parent/carer by phone and/or by other means to inform them of the attendance issue
 - ❖ Attempt to contact the emergency contacts by phone and/or by other means to inform them of the attendance issue and ascertain the parent/carer current contact details. This is undertaken if three or more attempts have been made and no reply from the parents/carer.
 - ❖ Attempt to engage the parents/carers in addressing the matter. Invite the parent/carer into the school (or zoom) for a meeting to discuss the issue
 - ❖ Record strategies (Daymap) that the site has taken to address the issue
- Data is analysed to inform strategies and the review of local procedures that support attendance improvement
- Interventions are documented
- Referrals to other institutions to complete education (FLO, Open Access).
- Student attendance is monitored to identify habitual and chronic non-attenders

School Expectations

The school day at Urrbrae Agricultural High School begins at 8:45am with Home Group and finishes at 3:20pm Monday, Tuesday, Thursday and Friday, and 2:35pm on Wednesday. All students are expected to be on site during these times.

Middle School Students

Students who arrive after 8:55 are late and must follow the Late Arrival process. Students who have permission to leave prior to 3:15 are required to follow the Early Departure process.

Senior School Students

All students are expected to attend Extended Home Group Sessions lesson 4 every Monday

Senior students are to follow "sign in and out" procedures as outlined in this document

Late Arrival and Signing In

Being LATE to a lesson in Daymap will not generate an L code for EDSAS.

Students who arrive after 8:45 are late. . If a student arrives between 8:50 and 8:55 the HG teacher can mark them as late if they choose to do so. If a student arrives after 8:55 then send them immediately to Student Services (Year 12 Senior Centre or Front Office) to sign in. Students must do this before going to first lesson

Students who are late should arrive with a note from a parent/carer detailing adequate reason for lateness (Parents/carers can also ring or use the Skoolbag app.).

Report to Student Services and provide reason and swipe in electronically. (Year 12s to go to the Senior Centre if late and Years 8-11 to go to Student Services located in the main building.)

If a Senior Student arrives at 11:15 after Home Study they must swipe in (Code will be marked as "L") If they are later than 11:20 then a "U" code will be entered and the subject or HG teacher needs to follow up.

If no note or adequate reason given the Unexplained will be entered and a Home Group teacher will follow up.

Early Departure and Signing Out

Students who have permission to leave school prior to 3:15 must sign out.

Report to Student Services and provide reason and swipe out electronically. (Year 12s to go to the Senior Centre and Years 8-11 to go to Student Services located in the main building).

Home Study

Home study is a privilege and not a right. It can be revoked if subject grades are poor, students are undertaking the Research Project or the late arrival or early departure process is misused in any other way. Senior students who have supervised study as their first scheduled class can apply for home study. Application forms are available from Senior School Office.

- Stage 1 (Year 11) students will be expected to present their timetable with allocated home study periods designated which will allow them to sign in late from home study at Student Services.
- Year 12 students who have approved Home Study will be marked with the H code when they swipe in (as this is an ongoing permission to be absent). Students must sign in at the Senior School immediately upon arriving at school. Senior School will maintain a list of all Year 12 students granted Home Study and supply a copy to Student Services. If students attend Home Group during a morning of Home study the teacher must mark them present. (If they then leave school Year 12 students must sign out). If Year 12 students arrive during their Home Study they must also sign in immediately. This is a duty of care to ensure the school knows who is on site in case of emergency.
- Students with long-term carer responsibilities, other commitments or transport issues can apply to the Senior Leader of the Senior School for timetable considerations.

Absences Known in Advance.

Parents/carers are requested to inform the school in advance of any planned absences, for example an extended family holiday. Approval for extended absence for up to one month for students under the age of compulsion must be sought from the Principal in advance. For exemptions longer than one month, an application must be submitted through the school to the DfE. Application forms are available through Student Services.

Absences Due to Illness

Medical advice from the Children Youth and Women's Health Service Access Assistant Program is that it is reasonable for the school to ask for medical evidence of cause for absence for a student who has been absent due to reported illness for three or more consecutive days. Similarly, where a student is absent due to reported illness for ten or more days in any term, medical evidence might indicate that a care plan is required from the treating health professional to enable the school to provide safe health support for the student to support improved attendance. Where schools have concern about whether repeated or extended absence due to a chronic illness (such as asthma or diabetes) is reasonable or whether a child is well enough to attend, advice can be sought by referral to Interagency Attendance to inform reasonable expectations regarding attendance and requirements for recuperation at home.

After School Detention for Unexplained Absence

Current Location – B5 (located in the Senior Centre)

- If a student, parent/carer has not provided a note for the whole day absence within a week of the original absence then the HG teacher will issue an After School Detention. (Prior to the After School Detention the HG teacher must ensure notes have been entered under Attendance of the strategies tried)
- At the After School detention the parent/carer will be called by the Senior Leader and the issue discussed or communicated with them. The HG teacher's notes will be used to support this discussion.
- If no contact can be made with the parent or the issue has not been resolved another After School Detention will be issued on the following Friday (for a Wednesday detention).
- The process will continue until the issue has been resolved.
- Please note: Students must directly see the appropriate Year level Coordinator to remove the After School Detention.
- If the issue is resolved on the day of the After School Detention then the After School Detention will still stand and the student will still need to attend.
- Please refer to the After School Detention Procedure.

Students Marking Attendance Rolls

Students marking the roll from a teacher's laptop is not allowed due to confidentiality issues.

Peer Leaders will have a printed list for students to call the roll while the teacher marks the roll.

DfE Attendance Strategies

Attendance strategies must be purposeful and directed by the 6 core functions of attendance improvement:

- Promote the importance of education throughout the high school years as a school/ community priority of the highest value.
- Assess patterns of non-attendance and circumstances to inform the development of appropriate targeted, intensive and coordinated interventions.
- Actively engage young people and their families in education and interventions which support attendance.
- Provide support to address the barriers to attendance, learning and wellbeing and ensuring inclusive support for young people so they can be physically present and engaged in education.
- Monitor attendance to ensure that risks are identified, supports are in place, and progress is monitored.
- Evaluate the need for further or ongoing interventions, referrals for external support and mandatory notifications.

Before referral to DfE the following questions should be considered:

What strategies and process did staff or leader undertake for a student who:

- has chronic attendance within HG and school?
- is not completing work in subjects and parents/carers are aware?
- is not making friends at high school?
- through their reports is failing his/her subjects?
- has parents being difficult to deal with?
- is being bullied?

DfE Terms Explained

HABITUAL - A student who is absent for 5 days or more per term (average of 1 day per fortnight)

CHRONIC - A student who is absent for 10 days or more per term (average of 1 day per week)

Procedures for Monitoring Attendance - Daily Home Group

Home Group Teacher's Role

Procedure	How to do it in Daymap
<p>Complete the roll daily, ensuring that unknown absences are "U" and other codes are correct (e.g. for absences already explained by Student Services with a phone call from home)</p>	<p>Codes to qualify absence</p> <p>C Illness with a day/s absence verified by a doctor's letter, doctor's certificate, a dentist's appointment card or some other health practitioner's communication.</p> <p>E Exemption – approved exemption from school attendance</p> <p>F Family/social – for absences condoned by a parent as being for family, social or cultural reason.</p> <p>I Illness with a day/s absence covered by notes, messages and phone calls from parents, stating a medical condition or illness preventing the student's attendance.</p> <p>K Take Home - Absence due to a student being sent home for disciplinary reasons.</p> <p>N Not approved - Absent without parent/guardian approval.</p> <p>S Suspension – Suspended externally from school to an agreed place, usually home. In the discipline screen of EDSAS, record the reason for the suspension, e.g. violence.</p> <p>U Unexplained - a student who is absent without explanation by either: parent, school, or another authority, e.g. Families SA</p> <p>X Exclusion</p>
<p>Follow up attendance of the previous day(s). Ask students for notes to cover absence(s) or late arrivals with or without swipe in.</p>	<p>Click on  for the previous day(s) roll(s). Pass your mouse over the red crosses; these indicate when students were absent.</p>
<p>Follow up any outstanding "U" codes for students. Insist on notes to cover unexplained absences of any kind including single lesson absences.</p>	<p>Click on .</p>
<p>Issue diary note or Daymap message to students who have unexplained absences more than two days old. This is from when the</p>	

<p>student returns to school.</p>	
<p>Follow up unexplained absences which are more than 5 days old with a phone call, email to parents or Daymap message and issue an After School Detention.</p>	
<p>Record reasons for absence when you receive notes. Record reasons for absence for a lesson or a whole day, as per the note. Notify Year Level Coordinator if an After School Detention has been issued</p>	<p>Click on the  icon then click on 'Attendance Map'. The Attendance Map gives a detailed overview of the students' absences and all details can be seen if you double click on a coloured square for a day's absence.</p>
<p>Insist on notes to cover unexplained "D" absences. Issue After School Detentions to students without notes.</p> <p>If there are continuing difficulties with a student's attendance after the procedures above have been followed, refer to the Year Level Coordinator for support and further intervention.</p>	

Detailed Instructions

Class date: 29/10/2010 < > Period: Home Gr

Class List

✓
✗
📄
🖨
📄
🔄

Roll marked. 17 students in class, 6 absent

ID	Student		Present	
100231	Jay CLARK; 11		<input checked="" type="checkbox"/>	
070031	Josh CLARSON; 11	✗	<input type="checkbox"/>	U
070038	Ben COTTLE; 11	✗	<input checked="" type="checkbox"/>	
070091	Jake JENKINS; 11	📄	<input checked="" type="checkbox"/>	
070097	Kaycee KNIGHT; 11	📄 ✗	<input type="checkbox"/>	A
070102	Chelsea LESLIE-BIRCH; 11	📄	<input checked="" type="checkbox"/>	
070125	Jack MCLEAN; 11		<input checked="" type="checkbox"/>	
070133	Rhys NEWMAN; 11	✗	<input type="checkbox"/>	U
070134	Cassandra NICKELS; 11	📄 ✗	<input checked="" type="checkbox"/>	
070138	Bonnie PARKER; 11	✗	<input type="checkbox"/>	U
070152	Saisha PLAYFAIR; 11	✗	<input type="checkbox"/>	G
070154	James PRESTON; 11	📄	<input checked="" type="checkbox"/>	
070156	Peter REEVE; 11		<input checked="" type="checkbox"/>	
070162	Denis RISTIC; 11		<input checked="" type="checkbox"/>	
070175	Jarrad SMALL; 11	✗	<input type="checkbox"/>	U
070178	Dani SMITH; 11	📄	<input checked="" type="checkbox"/>	
070181	Morgan SMITH; 11	📄	<input checked="" type="checkbox"/>	

Open Daymap to call the roll for Home Group.

Click on the left hand arrow to go back to the previous day's roll.

Class date: 28/10/2010 > < > Period: Home Gr

Class List

Roll marked, 17 students in class, 8 absent

ID	Student	Present
100231	Jay CLARK; 11	<input checked="" type="checkbox"/> <input type="checkbox"/> H
070031	Josh CLARSON; 11	<input checked="" type="checkbox"/> <input type="checkbox"/> U
070038	Ben COTTLE; 11	<input checked="" type="checkbox"/> <input type="checkbox"/> W
070091	Jake JENKINS; 11	<input checked="" type="checkbox"/> <input type="checkbox"/> U
070097	Kaycee KNIGHT; 11	<input checked="" type="checkbox"/> <input type="checkbox"/> A
070102	Chelsea LESLIE-BIRCH; 11	<input checked="" type="checkbox"/> <input type="checkbox"/> S
070125	Jack MCLEAN; 11	<input checked="" type="checkbox"/>
070133	Rhys NEWMAN; 11	<input checked="" type="checkbox"/> <input type="checkbox"/> H
070134	Cassandra NICKELS; 11	<input checked="" type="checkbox"/> <input type="checkbox"/> M
070138	Bonnie PARKER; 11	<input checked="" type="checkbox"/>
070152	Saisha PLAYFAIR; 11	<input checked="" type="checkbox"/>
070154	James PRESTON; 11	<input checked="" type="checkbox"/>
070156	Peter REEVE; 11	<input checked="" type="checkbox"/>
070162	Denis RISTIC; 11	<input checked="" type="checkbox"/>
070175	Jarrad SMALL; 11	<input checked="" type="checkbox"/> <input type="checkbox"/> S
070178	Dani SMITH; 11	<input checked="" type="checkbox"/>
070181	Morgan SMITH; 11	<input checked="" type="checkbox"/>

Review the students' absences and ask for notes.

Roll over the red crosses with your mouse and ask the students for reasons for late sign in or early sign out. These MUST be covered by permission from a parent or teacher.

Issue detentions for any unauthorised absences.

Absence Details -- Webpage Dialog

Absence detail for 070045 Emma EVANS on 1/04/2010 as at 9:09 AM

Period	Subject	Room	Roll Marked By	Reason <input type="checkbox"/>
Home Group	HOME GROUP	Z1	Shirley Thomas	<input type="checkbox"/> U Unexplained
Lesson 1	1AGW	M1	Ian BLIGHT	<input type="checkbox"/> U Unexplained
Lesson 2	1AGW	M1	Sam Meldrum	<input type="checkbox"/> U Unexplained
Lesson 3	1AGS	M7	Guy KIRKWOOD	<input type="checkbox"/> U Unexplained
Lesson 4	1AGS	M7	Guy KIRKWOOD	<input type="checkbox"/> U Unexplained
Lesson 5	1STU61	Y1		<input checked="" type="checkbox"/> Present
Lesson 6	1STU51	Y1	David BULLOCK	<input type="checkbox"/> U Unexplained

Update Absence Code for selected periods to: - Part-time study

Update Reason

When you receive a note to cover an absence change the absence code from 'U' to the correct code. This can now be done for whole days or single lessons very easily. Tick the boxes that need to be changed, choose the absence code from the drop down list then click on the 'update reason' button.

Class Summary

Class: **HGRP11Z1 11 HOME GROUP** From **4/10/2010** to **24/11/2010** Go

Assessment Attendance Rate Attendance Map Progress Reports

Attendance Map

ID	Student	Oct											Nov												
		11	11	12	14	15	18	18	19	20	21	22	25	25	26	27	28	29	1	1	2	3	4	5	8
100231	CLARK, Jay					U					H	U	U			H							H	U	
070031	CLARSON, Josh				H							U	U			U	U								
070038	COTTLE, Ben			H	W	H			H	I	W	H			H	U	W								
070045	EVANS, Emma	U	U	U		U		U	U																
070091	JENKINS, Jake		U									U	U		U	U									
070097	KNIGHT, Kaycee	U	U		A	A	H		F	F	A	A			U	U	A	A	U			U	A	A	H
070102	LESLIE-BIRCH, Chelsea	U	U						I						I									I	
070125	MCLEAN, Jack			U																				I	
070133	NEWMAN, Rhys	H			H	U	U			U	H	U	U	U			H	U	U			U	M	U	
070134	NICKELS, Cassandra			U						U							M							U	
070138	PARKER, Bonnie								H						H	U					H				
070152	PLAYFAIR, Saisha					G						G			U		G							G	
070154	PRESTON, James																								
070156	REEVE, Peter																								
070162	RISTIC, Denis			U																			U		
070175	SMALL, Jarrad			U	F		F	F	F		H			S	S	S	U					U	M		
070178	SMITH, Dani									U	U			U						U			U	F	
070181	SMITH, Morgan																								

Attendance Map Legend

- Present
- Unapproved Absence
- No Classes
- Weekend / Holiday
- Approved Absence
- Late
- Roll not marked

Check the attendance map and look for patterns of absence. Roll over the coloured boxes for details. Double click on the box to see the detail and change absence code(s).

Note:

All absences must be covered by permission from parents/carers. Unexplained, 'U' codes MUST be followed up.

All students MUST use the swipe system if they arrive late without attending Home Group or if they leave early.

Year Level Coordinators', Student Wellbeing Leaders' and Senior Leaders' Responsibilities

Procedure	How to do it in Daymap
Liaise with Home Group teachers and be aware of attendance issues in their Home Group	
<p>Each week, use Build your own Report to generate a detailed report Year group, class, HG or student absences of concern.</p> <p>You might also find the Absent Students report useful</p> <p>Create a "Watch List" to monitor truanting students. You can configure this to email you when students on your Watch Lists are absent.</p>	<p>Menu: Attendance → Reports → Absentee List, then select appropriate filters</p> <p>Attendance → Absent Students → Year</p> <p>Attendance → Watch List</p>
Intervene to support teachers once the procedures have been followed without success.	
Raise ongoing attendance concerns at the twice a term Student Review (Year Level) Meetings	
Contact families using proforma Attendance Letters	
Refer students to Regional Support Services in consultation with Student Wellbeing AP	