ELTHAM HIGH SE PHI aPo

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- Contacting the schoolin advanceprior to any planned short-term absence.
- Providing the reason for any unplanned absence spefore 10.00 amon the day of absence
- Providing a written note to the SubSchool, if their child is required to leave school early.
- Providing a written note explaining any lateness.
- Contacting the SubSchoolf student absence is to be for an extended period of time (e.g. family reasons or illness) and request schoolwork.
- Contact the Sub School or Student Services Leader if a student is r 0.006 Twsd
- o itite(o)-0.8 (r)3.1 (ai)-3.2 (tt--10.9 (e)73 (n)-2.7 (d)8.6 (mx-)1.4 ed)4.3 (e)73 (t)-10.9 (i)-3.3 .005 Tc d(s)11.1 (t)0.5 o (te)73 (m)73 (k)-459 (ub)-2.7 pbor31.1 (t)-10.9 (a)-3.3 (n)-2.7 (d)8.6 ((d)-2.7 (i)-3.3 (Sc)-245)2.20. (ds()]TJ -0.003 Tc
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Endorsed: 17/05/23 Review Date: 05/26 situation can seem intractable and the management is often very draining for schools. Strong partnerships giving the family consistent messages about attendance, exploring flexible learning options and alternative educations pathways, effective use of secondary consultation, families engaging with support, and maintaining a positive school-home relationship are often crucial to improving attendance here.

Truancy

This refers to an-attendance without parentguardian (u)2.2 (e)-3 (s)-1.3 (v)-n famain41.3 (re)-3 (it)-3 ((n)2.2 (s)-2 (s)-3 (s)-1.3 (v)-n famain41.3 (re)-3 (it)-3 (re)-3 (re)-3

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x Recordactions on Compass Chronicle.

STAGE FIVEurresolved ongoing nonattendance

- x Letter to parent/guardian summarising all intervention and support offered. To be signed and sent by the Principal. The letter is to offer an opportunity to meet with the sdlfor an Attendance Student Support Group Meeting and advising the parent/guardian unless there is improvement the matter will be referred toSchool Attendance Officer. Parents required to respond within 7 days.
- x Letter to be sent registered post
- x Continuewith secondary consultations/phone calls/home visits
- x Record actions ocompass Chronicle.

STAGE SIXReferral to School Attendance Officer

x A principal

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O Where there is a known school absence parents/guardians are requested to advise the school by entering the details into Compass through the parental potentialling the relevant Gordinator or by telephoning the school attendance line on \$\pm\$430 529\$by 10:30am on the morning of the absence.

BASIS OF DISCRETION

The School Council has responsibility for the establishment, evaluation and review of school policies. The School principal has the responsibility to ensure that school policies are implemented effectively.

Minor changes to the policy (changes that will not affect the spirit of the policy) may be made at the discretion of the Principal.

The Policy Review and Evaluation process will recommend any major changes to the policy to School Council.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Available to all staff on the school's SharePoint database
- Discussed at annual staff briefings/meetings
- Discussed at parent information nights/sessions
- Reminders in ouschool newsletter
- Hard copy available from school administration upon request 463 abEW(.002TgTw 10.9 w)-346

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Consultation has taken place with the relevant group(s) in the dowing list:

Group	Consultation
School Operations Committee	

Staff

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