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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 educational pathways, effective use of secondary consultation, families engaging with support, and maintaining a positive schoolhome relationship are often crucial to improving attendance here.

#### Truancy

This refers to on-attendance without parent/guardian (u)2.2 (e)-3 (s)-1.3 (v)-n famain41.3 ( re)-3 (it)-3 ( (n)2.2 (s)-

- x Record actions on Compass Chronicle.

STAGE FIVE Unresolved 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 ~~school~~ for an Attendance Student Support Group Meeting and advising the parent/guardian unless there is improvement the matter will be referred to School Attendance Officer. Parents required to respond within 7 days.
- x Letter to be sent registered post
- x Continue with secondary consultations/phone calls/home visits
- x Record actions on Compass Chronicle.

STAGE SIX Referral to School Attendance Officer

- x A principal

- Where there is a known school absence parents/guardians are requested to advise the school by entering the details into Compass through the parental portal, emailing the relevant Coordinator or by telephoning the school attendance line on 9430 5299 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 our school newsletter
- Hard copy available from school administration upon request

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

Group	Consultation
School Operations Committee	

Staff

