

<b>ATTENDANCE PROTOCOL</b>	
1	Student attendance recorded on COMPASS at the beginning of each session. Teachers to ensure rolls for sessions 1 and 2 are marked prior to 11am.
2	At 11am, the COMPASS system will generate and send an automated SMS message to the parent/guardian of any student with a recorded unexplained absence.
3	Teacher to request explanation for student absence via a phone call or SeeSaw if no explanation has been provided by the end of the day.
4	If no contact has been made on a second consecutive day of absence, Principal (or delegate) to contact parent/guardian.
5	All uncertain explanations for an absence to be sent to Principal for approval.
6	If no 'reasonable excuse' is provided by parent/guardian within 10 school days of absence, it will be recorded as an 'unexplained absence'.
7	Business Manager to send letter to parent/guardian at end of each term for any 'unexplained absences'.
8	Teacher to inform Principal of student absence issues of concern.
9	Where there are absences of concern, or for more than 5 days, Principal (or delegate) to contact parent/guardian to develop strategies to support improved attendance.
10	Where a student will be absent due to a family holiday, prior approval from the Principal is required, and a documented Student Absence Learning Plan developed.
11	Whole school student attendance data to be monitored by the School Leadership Team.
12	Ongoing absence issues reported by the Principal (or delegate) to appropriate welfare, network or government agencies.
13	Where strategies to address student's unsatisfactory attendance have been exhausted, Principal may make referral to School Attendance Officer in South-Western Regional Office.
14	Absences for each semester recorded on individual student reports.