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# ***Budgewoi Public School***

## ***Attendance Procedures***

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## Introduction

### “School Attendance Matters”

‘Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options. NSW public schools work in partnership with parents to encourage and support regular attendance of children and young people. When your child attends school every day, learning becomes easier and your child will build and maintain friendships with other children.’ (Compulsory School Attendance – Information for Parents Document.) [https://education.nsw.gov.au/wellbeing-and-learning/media/documents/attendance-behaviour-engagement/attendance/attend\\_parents.pdf](https://education.nsw.gov.au/wellbeing-and-learning/media/documents/attendance-behaviour-engagement/attendance/attend_parents.pdf)

This document supports the [School Attendance Policy \(2015\)](#) and applies to all NSW Government schools, excluding pre-schools.

At Budgewoi PS we strive to have all of our students attend school each day. Rolls are marked every day by the classroom teacher. When students are absent from school they are required by law to produce a note from their parents with a suitable reason for their absence. If a note is not produced within 7 school days the absence is declared as ‘unjustified’ and a note is generated by the classroom teacher. If no explanation is forthcoming upon return to school, the classroom teacher will contact the parent/carer and seek an explanation.

If a student has an unexplained absence of 2 consecutive days it is the responsibility of the classroom teacher to make contact with the student’s home to get a verbal reason for why the child is absent from school. This is to ensure there are no child wellbeing issues. **Taken from the DEC policy: 4.2.2.** Principals or their delegate will undertake all reasonable measures to contact parents promptly and within two school days of an unexplained absence occurring.

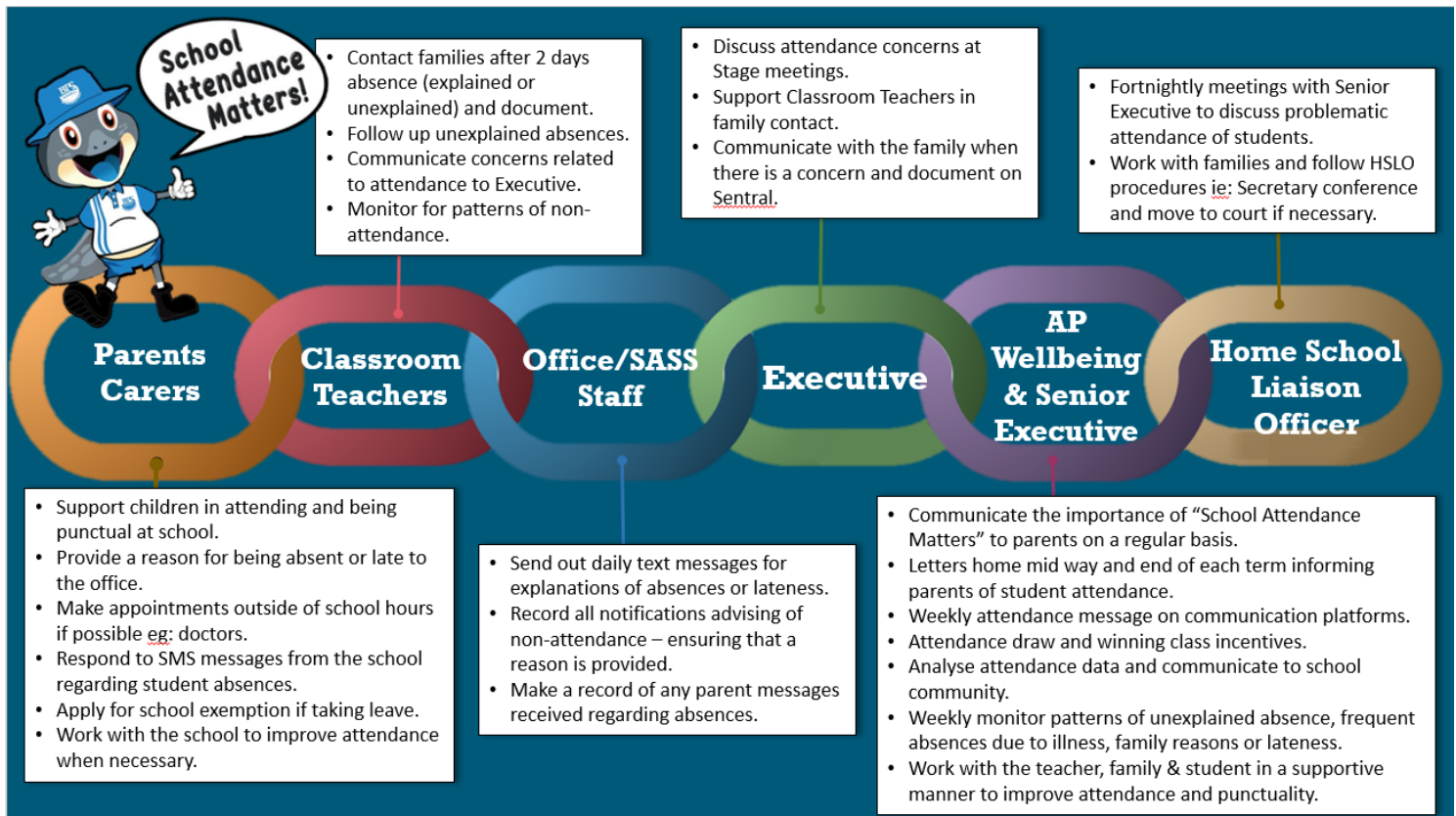
At Budgewoi Public School, regular attendance is regarded as an important component in the achievement of student learning outcomes. Measures to establish acceptable attendance patterns include:

- acknowledging and encouraging good attendance
- early detection of poor attendance, and
- prompt, positive intervention measures.

Budgewoi Public School recognises and values the benefits of positive home/school relationships and seeks to involve parents in developing and maintaining the strategies that support the development of positive patterns of attendance for all students. Parent and care giver support will be sought in developing and maintaining the Attendance Policy, (in accordance with the Department of Education and Training School Attendance Policy and Procedures. 1991).

Notes regarding attendance should be retained by the school for 12 months. The school will inform parents of attendance policies and procedures at the beginning of each new school year and include periodic reminders in the newsletter.

## Roles



### At Budgewoi Public School we:

- Seek to engage all students in their learning to encourage full participation
- Believe that regular school attendance is fundamental to improving educational outcomes
- Will ensure that any unsatisfactory participation or unexplained absence is investigated as soon as possible
- Analyse all data available related to Attendance
- Work supportively with families where there are attendance concerns that are impacting on the student's full participation
- Promote positive attendance initiatives
- Use school and external resources where necessary e.g., Social Worker, School for Communities, HSLO, School Counsellor etc.

### Parent Responsibilities:

- To support children in attending school all day every day unless there is an unavoidable reason for not attending
- Make appointments e.g., doctor out of school hours if possible
- Support children in being punctual – when arriving late or leaving early parent must go through office and advise of reason
- To advise the school when child is absent and explain the reason. This is to be done prior to the absence (when possible) or within 7 days of the absence



- Respond to SMS messages informing parents that child is absent without reason
- Apply through the office for school exemption when the child is absent for longer than one week for family reason. The appropriate form can be obtained from the office
- Work with the school to improve attendance when necessary
- Are responsible for ensuring that when frequent absences are explained as being due to illness that medical certificates are provided

#### **Teacher:**

- Mark Roll by 9.30am
- Mark absences with appropriate code / part of day (Do not mark if children are present) - NOTE: "A"; means Absent, "AU" means Unexplained; "S" means Sick; or "L" means Leave and "B" means School Business (e.g., sport/orientation programs etc).
- Contact parent if student is absent for more than 2 consecutive days
- Ensure that students arrive / depart via office with partial day attendance
- Check pigeonholes for notes
- Lateness is defined as arriving after 9:05am
- Communicate concerns related to attendance to Deputy Principal
- Keep notes relating to attendance
- Record information on Sentral given by phone or in person for the current year. (Sentral, Data Records, Intervention)
- Contact home when patterns or attendance occur. For example, every Friday. Or regular non-attendance occurs. For example, a day absent from school each week.

#### **School Office Responsibilities:**

- Record all notifications advising of non-attendance. Ensure that a reason is provided. Advise class teacher via pigeonhole note of notifications received
- Ensure all rolls are marked by 9.30am
- Make a record of any parent messages received
- All written correspondence / documentation of phone calls is to be kept

#### **Executive Responsibilities:**

- Discuss attendance of stage at your stage meetings
- Support teachers in family contact
- Conduct daily attendance draws K-2 and 3-6, and a draw every 5 weeks for students who are above our target for a canteen voucher
- Communicate with the family when there is a concern and document all communications
- AP Wellbeing to post a weekly facebook update on class with highest attendance and most improved.
- Coordinate the distribution of the RAW Challenge voucher and additional incentives

#### **Senior Executive Responsibilities:**

- Communicate the importance of "School Attendance Matters" to parent community on a regular basis, in particular when it is raining
- Weekly monitor patterns of unexplained absence, frequent absences due to illness or family reasons and lateness and collate the data from across the school
- Work with the teacher and family in a supportive way to improve attendance and punctuality
- where there are ongoing concerns, approval is sought from parents to contact the student's doctor, so the school has all relevant information regarding the student's health care needs



- must ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school
- consideration is given to the requirements of the Protecting and Supporting Children and Young People Policy
- all required reports are made to the Community Services Child Protection Helpline or contact made with the Child Wellbeing unit (as required by the Mandatory Reporter Guide).

Student is absent

Record student absence on Sentral at the start of each school day.

Upon return to school:  
Ask student for a note

Explanation provided

NO

YES

Letter to parent requesting an explanation is given on day of return. Record contact.

Explanation provided.

NO

YES

Within 7 days of first absence.

**2 consecutive days unexplained absence.**

Phone parent to ask for explanation of absence. Record contact in Sentral.

Explanation provided.

NO

YES

Explanation for absence received from parent. Office staff will enter on Sentral if they receive an explanation.

Teachers update on Sentral when verbal or written explanation is provided.

**A** - The student's absence is unexplained or unjustified. This symbol must be used if no explanation has been provided by parents within seven days of the occurrence of an absence or the explanation is not accepted by the principal.

**S** - The student's absence is due to sickness or as the result of a medical or paramedical appointment. In these cases, a medical certificate is provided or the absence was due to sickness. Principals may request a medical certificate in addition to explanations if the explanation is doubted, or the student has a history of unsatisfactory attendance.

**L** - An explanation of the absence is provided which **has been accepted by the principal**. This may be due to misadventure or unforeseen event. Participation in special events not related to the school. Domestic necessity such as serious illness of an immediate family member or attendance at funerals. Travel in Australia and overseas. Recognised religious festivals or ceremonial occasions.

**E** - The student was suspended from school.

**F** - The student is participating in a flexible timetable and not present because they are not required to be at school. This could include participation in Best Start Assessments.

**B** - The student is absent from the school on official school business. This symbol is recorded where the principal approves the student leaving the school site to undertake, for example; school sport (regional and state carnivals, school excursions and student exchange).



# **Budgewoi Public School Attendance Procedures**

*Section 24 of the Education Act (1990) requires principals to maintain an attendance register (roll) in a form approved by the Minister. Attendance registers must be available for inspection during school hours by a Board Inspector or by any authorised person.*

## **1. Class Roll**

- Class rolls will be maintained by the class teacher.
- The roll will be marked electronically using the Sentral Attendance Package daily within the first hour of the teaching day.
- Opportunities will be provided to staff to mark their rolls regardless of school events scheduled.
- If a casual teacher is on the class, a paper roll will be used and data transported into Sentral by the office staff.
- Rolls will be kept within school records for the designated period of time.
- Rolls will be available for inspection and use by Departmental officers in accordance with regulations.
- As this document is a legal document, its compilation should be professional and accurate.
- Reasons for absences offered by parents or carers should be provided in writing and will also be accepted via email and the Skoolbag App. Teachers may accept a verbal reason from parents provided they make a written notation (signed and dated) to add to their note file.
- Sentral Messaging will be utilised by the school in order to send text messages to parents/carers on a daily basis if their child is not at school, parents can respond with a reason.
- All notes explaining absences must be kept for one whole year from the date of receipt.

## **2. Change of Attendance Records**

- Removals/additions/corrections will be carried out by the class teacher. Names of students who leave the school to attend another school will be removed from the roll only when confirmation of enrolment at the new school has been received. This confirmation would be in the form of a transfer request from a government school or confirmation from an Executive member of a non-government school.
- The HSLO is to be contacted if a student has received a transfer certificate and no request for Personal Record Card has been received after 5 days or if there has been a previous school intervention.

## **3. Early Leavers**

- Students will not leave school grounds without prior permission of the Principal or Delegate.
- Students who leave before normal completion time must be collected from the school by a parent/caregiver or by a responsible adult who has written permission from the parent/caregiver to collect the child. (If the person is unknown to the administration staff an additional phone call to the parent/carer may be required and an ID clarification may be requested.)
- The person responsible for collecting the student must call at the front office and sign an early release form and indicate a reason, which will be retained as per other attendance notes.





#### **4. Excursions/Sporting and Other Visits**

- Students attending off site Departmental activities/programs are to be marked as present, but on School Business.
- At School Carnivals, rolls are marked in the usual way. Similarly, all Stewart House visits to be recorded on Students Record Card with dates.

#### **5. Illness**

- Students who are ill and need to be sent home (with the permission of the Principal) will have the parent/caregiver sign an Early Release Note at the time of departure.

#### **6. Lateness**

Students who arrive after the bell must report to the office and follow the procedures set out below:

- Collect a late pass that is issued by the School Administrative Officer.
- Promptly proceed to class and present the late pass form to the class teacher and/or Executive.
- Details of all late arrival should be noted in the Sentral system by the School Administrative Officer and checked by the class teacher. The responsibility of ensuring the accuracy of classroom roles is the classroom teacher.
- Parent/caregivers of persistent latecomers will be contacted by the class teacher and/or executive member.
- Notes of explanation for lateness are filed with absence notes.
- Verbal reports of student absence from the parent must be recorded in the Sentral system by the School Administrative Officer and then coded by the class teacher.

#### **7. Special Circumstances**

- School refusers and students returning to school from extended absences need support. - The classroom teacher may arrange a case conference through the Learning Support Team, this may also include the Home School Liaison Officer (HSLO).
- Part Day Exemption may be granted through an application to the director to support students returning to school. See [https://education.nsw.gov.au/policy-library/associated-documents/exempt\\_gui.pdf](https://education.nsw.gov.au/policy-library/associated-documents/exempt_gui.pdf). Teachers are required to mark rolls with code P/M
- Strike / Industrial Action Disputes - Executive staff will enact roll marking procedures. Students who are absent from school will be classed as on 'leave', a special circumstance register is to be completed. If it is only a half day action and the student is away from the whole day a note will be requested as the child is to attend school after the action is complete.





## Attendance Tiers

The following strategies should be implemented before an Application for HSLO support is considered:

### 95 - 100%

- Positive reinforcement: Awards, letters home, prizes
- Create a positive classroom environment.
- Student welfare / attendance policies provide positive attendance strategies and outline school attendance monitoring procedures

### 85 - 95%

- Unjustified absence – letters, SMS, phone calls.
- Reminders to parents in the newsletter, encourage good practice
- Roll call teachers follow up to ensure notes / explanation of absences are provided
- Monitor 90% report, tabled at LST meetings, executive meetings.
- Collect and monitor attendance data – executive and Learning Support Team
- In service staff
- Exemption

### 75 - 85%

- Phone call home – DPW, DP
- Interview student – Stage AP, Class Teacher
- Interview parent – DPW, DP
- Phone call to emergency contacts when unable to contact parents, requesting that they pass a message on to have the parents contact the school
- Letters home - requesting explanation of absences and possible interview
  - Detailing large number of absences and impact on educational progress
  - Request for medical certificates
- Attendance reward systems
- Notify relevant staff – Assistant Principal, DP Wellbeing, AP Wellbeing, Deputy Principal, Principal, RFF teachers
- Attendance monitoring card
- Individual Attendance Plan – school to make a plan with the student/parent
- Learning Support Team Plan to address attendance Issues and discuss needs of student including reengagement strategies.
- Seek support of Learning and Support Team to identify behaviour or learning needs

### BELOW 75%

- Principal/Deputy Principal, DPW interview with parents, student and relevant support staff to address issues before possible Application for HSLO support and an Attendance Improvement Plan.
- Phone emergency contacts if parents do not respond to letters or phone call
- Advise Child Wellbeing Unit of Educational Neglect by parents or if students whereabouts are unknown
- Request Police Welfare Check if student has not been sighted for some time (timing dependent on age)
- Refer to Counsellor, outside agency, alternate program, Community Services.

# School Attendance Matters!

## EVERY DAY COUNTS

| When your child misses just.... | that equals...     | which is...        | and therefore, from Kindy to Year 12, that is... | This means, the best your child can achieve is... |
|---------------------------------|--------------------|--------------------|--|---|
| 1 day each fortnight            | 20 days each year  | 4 weeks each year  | Nearly 1 ½ years of learning                     | Equal to finishing Year 11                        |
| 1 day each week                 | 40 days each year  | 8 weeks each year  | Over 2 ½ years of learning                       | Equal to finishing Year 10                        |
| 2 days each week                | 80 days each year  | 16 weeks each year | Over 5 years of learning                         | Equal to finishing Year 7                         |
| 3 days each week                | 120 days each year | 24 weeks each year | Nearly 8 years of learning                       | Equal to finishing Year 4                         |



School success starts with attendance!



## Every Minute in School Counts

9:05am

| When your child misses just.... | that equals...                  | which is...                        | and therefore, from Kindy to Year 12, that is... |
|---------------------------------|---------------------------------|------------------------------------|--|
| 10 minutes each day             | 50 minutes each week            | Nearly 1 ½ weeks each year         | Nearly ½ a year of learning                      |
| 20 minutes each day             | 1 hour and 40 minutes each week | Nearly 2 ½ weeks each year         | Nearly 1 year of learning                        |
| 30 minutes each day             | 2 ½ hours each week             | 4 weeks each year                  | Nearly 1 ½ years of learning                     |
| 1 hour each day                 | 1 day each week                 | 8 weeks or nearly 1 term each year | Over 2 ½ years of learning                       |

School Attendance Matters!



# SCHOOL ATTENDANCE MATTERS



**100%**

**PERFECT!**

*At school everyday.*  
You will achieve personal excellence



**98%**

**IMPRESSIVE!**

Equates to 4 school days off each year.



**96%**

**GOOD!**

Equates to 7 school days off each year.



**95%**

**NEARLY THERE!**

Equates to 9 school days off each year.



**94%**

**ON THE WAY!**

Equates to 11 school days off each year.



**92%**

**NEEDS TO IMPROVE!**

Equates to 15 days off each year.



**90%**

**DANGER ZONE!**

Educationally at risk!  
Equates to 1 month off each year.



**88%**

**SEVERE IMPACT!**

Equates to over a month off each year.



**80%**

**EXTREME IMPACT!**

Equates to 2 months off each year.



**BELOW 80%**

**DESTRUCTIVE!**

Highly challenging to access any learning.



**School Attendance Matters!**



## Budgewoi Public School

Lukela Avenue  
Budgewoi NSW 2262

Ph: 02 43909166

Email: [budgewoi-p.school@det.nsw.edu.au](mailto:budgewoi-p.school@det.nsw.edu.au)

Mr & Mrs Smith  
1 First Street  
Sydney NSW 2000

Wednesday, 21st July 2021

### Letter 1

Dear Charles & Isabelle Scott

I refer to the attendance of your son, Bon at Budgewoi Public School.

The Education Act (1990) requires parents to ensure that children of compulsory school age attend school on each day that the school is open for instruction. If children are absent from school, parents are required to provide the school with an acceptable explanation within seven days of the absence.

You have previously been advised that Bon's attendance is a matter of concern. The school has implemented a range of strategies to encourage Bon's full attendance at school without success.

At a recent school Learning Support Team meeting Bon's pattern of attendance was reviewed and it is clear that Bon's attendance is still at a concerning level.

I am obliged to report unresolved non-compliance with the Education Act (1990) to the Home School Liaison Officer for further investigation to help resolve the matter. The HSLO will consider if further action is necessary. This may include the development of an Attendance Improvement Plan with specific targets, strategies and timelines.

If there is no improvement in Bon's attendance during this time, the matter may be referred to the Department's senior officers for possible legal action.

We look forward to working with you to resolve the issue.

Yours sincerely

Nathan Forbes  
Principal



## **Budgewoi Public School**

Lukela Avenue  
Budgewoi NSW 2262  
Ph: 02 43909166

Email: budgewoi-p.school@det.nsw.edu.au

Mr & Mrs Smith  
1 First Street  
Sydney NSW 2000

Wednesday, 21st July 2021

### **Attendance Update: Bon Scott**

Dear Charles & Isabelle Scott

Budgewoi Public School is communicating with every parent/caregiver regularly to inform you of your child's attendance rate. Your child has been absent 4 days this year. 3 of these days are unexplained. Bon has attended 94.6% of the school year thus far.

Our school's attendance goal is to have every student attend school at least 96% of the time.

Thank you for your cooperation.

Yours sincerely,

Nathan Forbes  
Principal





## BPS LST Referral Form - Attendance

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

Referring Teacher: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Date addressed at LST meeting: \_\_\_\_\_

Concerns:

- ☐ Habitual justified, including frequent absences explained as being due to illness
- ☐ Repeated unjustified Absence
- ☐ Repeated Partial Absences
- ☐ Patterns of non-attendance

Attendance \_\_\_\_\_ %  
(See Student profile on Sentral)

Details and comments:

Strategies already implemented:

- ☐ Phone Contact
- ☐ Letter to parents/carers
- ☐ other: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

LST Recommendations:

|  |   |
|--|---|
|  | School send letter to parent / carer    |
|  | Interview parent / carer                |
|  | Phone Emergency Contacts                |
|  | Student Interview                       |
|  | Establish a positive attendance program |
|  | Attendance monitoring card/contract     |
|  | Buddy or mentor teacher program         |
|  | Adjusted curriculum                     |

|  |   |
|--|---|
|  | PLP   |
|  | PLaSP   |
|  | Refer / Access to LaST                              |
|  | Refer / Access to school counselor                  |
|  | Address social skills / bullying issues             |
|  | Focus on student needs eg physical and/or emotional |
|  | Responsibility opportunity provided                 |
|  | Individual attendance plan                          |

Persistent Late Arrival Letter





**Budgewoi Public School**

Lukela Ave, Budgewoi, New South Wales, 2262

Ph: (02) 43 909 166

Email: [Budgewoi-p.school@det.nsw.edu.au](mailto:Budgewoi-p.school@det.nsw.edu.au)

Principal: Mr. Nathan Forbes

Date: 1<sup>st</sup> January 2021



Mr/Mrs NAME

Address Line 1

Address Line 2

Dear Mr/Mrs NAME,

RE. Late arrivals to school

The purpose of this letter is to bring to your attention our growing concern regarding \_\_\_\_\_, who is persistently arriving to school late.

Late arrivals are very disruptive to our teachers and our classrooms. We value punctuality and believe that if we are to build a respectful and orderly learning environment that promotes academic achievement and skills for success in life, then we need to address your child's persistent lateness.

We understand that there are occasionally situations and emergencies that arise with students and their families. We feel that often and unexcused late arrivals are most often unnecessary and are unacceptable. Our main concern is that \_\_\_\_\_ is persistently late and this results in loss of learning and disruption to the learning of others. Should you receive a call from the school concerning your child being late, we ask you to support the school by speaking to your child and emphasizing the need for punctual attendance.

If \_\_\_\_\_ lateness continues to occur, we will require a meeting to discuss how we will work together to address the problem.

Should you have questions or concerns, please don't hesitate to contact the school to set up a meeting. Alternatively, you may wish to contact the school by telephone to discuss your child's attendance on 0243909166.

Yours sincerely

Mrs Megan Lindsay

DEPUTY PRINCIPAL

.....  
Child's Name: \_\_\_\_\_

Year: \_\_\_\_\_

Class: \_\_\_\_\_

Reasons for persistent lateness: \_\_\_\_\_

\_\_\_\_\_  
Name (Please Print): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



# Home School Liaison Program Application

Please note that incomplete applications will not be accepted – you must fill in all applicable fields on this form. If you need assistance please contact your local HSLO/ASLO or School Services staff.

**Please forward completed applications to the HSLP Manager supporting your school.**

- Home School Liaison Officer or Aboriginal Student Liaison Officer case referrals can only proceed when a range of school-based interventions have been implemented.
- This application must be signed by the principal.
- Please attach a copy of letter 1/email sent to parents/carer informing them of this application.
- Please attach a print out of the student's yearly attendance to date (e.g. on EBS the student yearly absence report).

| Case type (Select one only)  | School details  |
|--|---|
| <input checked="" type="checkbox"/> Non-attendance<br><input type="checkbox"/> Non-enrolment<br><input type="checkbox"/> Enrolment destination unknown | School name: .....<br>Referral date: .....<br>Shared enrolment? If yes provide census school: ..... |

| Student details   |  |
|---|--|
| First name: .....   | Surname: .....   |
| SRN: .....  | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other |
| Date of birth (dd/mm/yyyy): .....   | Current school year: .....   |
| Aboriginal/Torres Strait Islander: <input type="checkbox"/> Yes <input type="checkbox"/> No | Out of home care: <input type="checkbox"/> Yes <input type="checkbox"/> No                           |
| Disability confirmation: <input type="checkbox"/> Yes <input type="checkbox"/> No           | Known chronic health issue: <input type="checkbox"/> Yes <input type="checkbox"/> No                 |
| Last known address: .....   |  |
| Mother/1st carer name: .....  |  |
| Phone, home: ..... mobile: ..... work: .....  |  |
| Father/2nd carer name: .....  |  |
| Phone, home: ..... mobile: ..... work: .....  |  |
| Family and/or Court Orders <input type="checkbox"/> Yes <input type="checkbox"/> No         |  |

| Absences and referral history   |                       |      |       |             |           |            |
|---|-----------------------|------|-------|-------------|-----------|------------|
| Is this a re-referral for this student within the same school year? <input type="checkbox"/> Yes <input type="checkbox"/> No          |                       |      |       |             |           |            |
| Current yearly attendance rate at time of referral as overall % ..... (% = number of days attended / number of day school open x 100) |                       |      |       |             |           |            |
| 20 school days attendance prior to referral (whole numbers out of 20)   | Overall days attended | Sick | Leave | Unexplained | Exemption | Suspension |
| Whole days (out of 20)  |                       |      |       |             |           |            |
| Partial days (out of 20)  |                       |      |       |             |           |            |

Last date student attended a full day of school (dd/mm/yyyy): .....

If a student has had or is on a part day exemption this year, please indicate and include an approved copy of the application document: ☐ Yes ☐ No

## Home School Liaison Program (HSLP)

### Strategies Used To Support This Students Attendance (mark all applicable)

Student attendance discussed at LST/wellbeing meeting

Phone calls to parent/carer re attendance concerns

School based face to face meeting with parent/carer

School based face to face meeting with student

School has implemented its own attendance support plan (please attach a copy)

School has implemented HSLO/ASLO LAMP sheet

School has organised check in check out system for student arrival at school

School has engaged parent/carer with external services such as the Family Referral Service

Student has had support from the school counsellor/psychologist

School organised breakfast club

School is engaging student by providing adjusted curriculum

Phone call HSLO/ASLO

Other (provide details police welfare check, CWU notification etc.)

Schools4Community engagement (A school based family referral service)

### Strategies Used To Support Your Whole Schools Attendance (mark all applicable)

School organised breakfast club

Whole school assembly re attendance

School staff meeting (e.g. staff PL) regarding responsibilities

School develops attendance rewards as part of whole school behaviour approach

School based phone intervention (Phone Intervention Program)

School has developed attendance processes

School has developed whole school attendance improvement plan

School interviews parents/carers re attendance

School interviews students re attendance

Schools interview students re attendance (Non Attendance Interview Program)

Situational analysis and recommended improvement such as rolls marked regularly

Roll check/attendance report review (e.g. students below X%) and identified students supported

School based attendance team meeting

Other (provide details)

### Known risk factors (please attach a copy of risk assessment)

Does the student have a history of violence? ☐ Yes ☐ No

Has an inclosed lands act ban been issued to prevent the student's parents or other people living with the student from entering the school? ☐ Yes ☐ No

Has the student had a long suspension for violence? ☐ Yes ☐ No

Have the student's parents/carers or other people living with the student behaved aggressively towards the school? ☐ Yes ☐ No

Other: (please attach supporting documentation)

### Principals signature

SIGN NAME

Date:

### HSLP manager please complete and validate

Case referral details entered onto HART and case accepted or declined.

Decision communicated to principal with reasons. ☐ Yes Date:

Please ensure risk assessments are conducted and implemented as appropriate, and all further details regarding this case to be entered into HART database.

HSLP Manager Sign: SIGN NAME Date: