SADDLEWORTH PRIMARY SCHOOL

Respect, Kindness, Achievement

Attendance Flowchart

ROLL BOOKS FILLED OUT AND SENT TO OFFICE

ATTENDANCE DATA ENTERED INTO EDSAS

Any unexplained absence requires a note home to parents on a red slip, asking for an explanation. Teachers record actions taken.

Reason for absence provided

Teacher records reason in roll book along with a copy of the note explaining the absence

EDSAS updated to reflect the reason

No reason provided

Remains 'unexplained'

Three or more 'unexplained' absences in a term occur OR other concerning patterns of absences, the classroom teacher will phone family and this action is recorded in EDSAS

No response or explanation given and if 10 unexplained absences in a term occur OR other concerning patterns of absences, the teacher alerts the Principal who then contacts the DECD Attendance Officer.