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

No reason provided

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

Remains ‘unexplained’

EDSAS updated to reflect the reason

Three or more ‘unexplained’ absences in a term occur OR other concerning patterns of absences, the teacher alerts the Principal who then contacts the DECD Attendance Officer.

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.