



## STUDENT TRUANCY MANAGEMENT PROCESS

### ROLL MARKED TRUANT

Student is not present in class and is marked as Truant on class roll by classroom teacher. All class rolls must be submitted by 3:30pm each day.

### HT ADMIN TRUANCY ORGANISATION

Head Teacher Admin to organise and categorise truancy in preparation for automatic notification (email and SMS) to be sent out to parents. Head Teacher Administration will create a Negative Sentral Entry for students who have been categorised as 'Truant'.

### STUDENT TRUANCY

Student is marked as TRUANT by Classroom Teacher or HT Admin. Negative entry on sentral is recorded each time the student truant.

### CHANGED STUDENT TRUANCY

Head Teacher Admin adjusts class rolls based on the overall truancy for the day. Student truancy may be changed if the student was at an incursion, signed out by a parent or for incorrect role marking.

### 1<sup>st</sup> Truancy Notification – Automatic Notification to Parent/Carers

An automatic SMS sent to parents at 9am the following morning. Please contact the classroom teacher to discuss. Each SMS sent indicates number of truanted periods each day. Teacher to record under negative Sentral entry created by HT Admin if parent makes contact.

### 2<sup>nd</sup> Truancy Notification – Automatic Notification to Parent/Carers

An automatic SMS sent to parents at 9am the following morning. This is the student's 2<sup>nd</sup> incident of truancy. Please treat this as a warning of formal caution. Please contact the relevant HT Administration/ Sports organiser at your earliest convenience to discuss. Record on Sentral. Student is referred to Deputy Principal for attendance monitoring.

### 3<sup>rd</sup> Truancy Notification – Formal Caution

An automatic SMS sent to parents at 9am the following morning. This is the student's 3<sup>rd</sup> incident of truancy. Please contact the Deputy Principal to discuss. Deputy Principal will email letter of formal caution saying "Your child has truanted on the following dates (date) and is now receiving a formal caution for continued truancy. Please contact the Deputy Principal to arrange a time for an Attendance Improvement Plan Meeting.

### 4<sup>th</sup> Truancy Notification – Suspension

An automatic SMS sent to parents at 9am the following morning. This is the student's 4<sup>th</sup> incident of truancy. This may result in suspension from school. Please contact the Deputy Principal.

### Return from Suspension

Students returning from suspension will attend a return from suspension meeting with a wellbeing approach with relevant parties including LST/ Transition officer present.

**TRUANCY CYCLE STARTS AGAIN**