

# TOORMINA HIGH SCHOOL



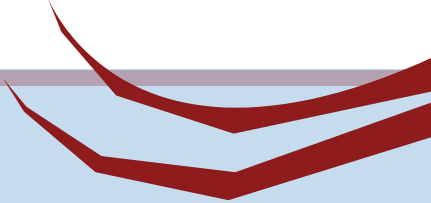
## Attendance Procedures

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The review date for this document is Term I, 2025.  
This document was created by the Attendance Office, Tim Warner.  
This document was reviewed for implementation by the Attendance Team in Term I, 2024.

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# Introduction to Attendance Procedures

## Purpose

The attendance policy is a mandatory part of Toormina High School's Student Wellbeing Procedures. The wellbeing of all students is a central function of the school. For the school to provide its 'duty of care' it is essential that students attend school and classes on a regular basis. Toormina High School regards regular attendance as of prime importance for its students. A formal education is deemed essential for the personal and social development of individuals. The school has a responsibility to provide each student with a safe, caring, and supportive environment for the delivery of relevant and interesting learning programs.

## Broad Guidelines

This Policy is guided by the following principles:

- Effective procedures for monitoring student attendance levels in terms of both whole day absences and partial absences.
- Communication between the school and parents / caregivers effectively informing them about any attendance problems.
- Effective sanctions / supports applied to students who are involved in either whole school day truancy or partial truancy.
- Management of student attendance is seen in the broader context of teacher responsibility and accountability.
- Acquittal of the Department of Education Attendance Policy 2015.

## Legal Requirements

- Students between the ages of 6 and 17 are required, by law, to attend school.
- Students are allowed to be absent from school due to illness, incapacitation, or if they accompany their parents/caregivers for a legitimate reason.
- Leave for non-urgent appointments is not generally authorised during school time.
- Leave for travel needs will be considered on a case-by-case basis, after application by parents; (these are not exemptions).
- Absences should be explained no later than 7 days from the first day of the absence. Verbal explanations are acceptable providing the reason and the source of the information is documented, signed, and dated by the person accepting the explanation on Sentral.
- Unexplained absences within this time will be marked as 'unjustified' and may result in a DCJ referral and Principal Warning Letters.
- Parents/caregivers are expected to contact the school when they know that their child will be absent via phone, SMS, email to the school address and Parent Portal.
- Notes explaining absences will be kept for the statutory regulation time.
- Parents will be notified of the attendance requirements and their obligations at the beginning of each school year and at least once per term via the school newsletter.
- The Attendance procedures is available to the community via the Toormina High School website. <https://toormina-h.schools.nsw.gov.au/> under 'About Us / Rules and Policies'.

## Attendance Procedures

### 1.1 Roll Call Teachers

- Rolls are to be marked and submitted via Sentral at 9:10am every day during Roll Call.
- Notes explaining absences are to be sent to the office, each day for recording.
- Students will be asked for notes by the roll call teacher to explain absences.
- Phone parents/guardians of students whose attendance pattern is irregular, or who have short absences of 3-5 days, unexplained. If parents give a verbal explanation, this information is to be forwarded to the Office.
- Roll call teachers should contact the relevant Year Adviser if there are continued absences with no justification / or to note any wellbeing concerns.
- Casual staff who do not have access to Sentral will mark a hard copy of rolls and return the roll call section of the sheet to the Office by 9:15am.

### 1.2 Teachers

- Rolls are to be marked every lesson.
- Investigate and/or Interview students who have been absent from their lessons by looking for any absence details on the PxP roll in the overall comment sections. Notes for incursions, late arrivals and early leavers are noted on the teachers PxP roll automatically.
- For known truancy, record this data on Sentral. Select Minor Negative / Learner / Truancy. Send letter home using the Truancy Letter template on Sentral.
- For continued truancy, refer to the faculty head teacher.
- An Incursion must be created when removing students from classes temporarily.
- A Variation of Routine (VOR) must be submitted for approval at least 2 weeks prior to the activity.
- Full list of students attending must be submitted with no alterations at least 24 hours prior.

### 1.3 Head Teachers

- Support their faculty and monitor their teams recording of truancy.
- Faculty Head Teachers may place students on a Faculty Monitoring Card and select this as a follow up action on the teacher's incident in Sentral under Minor Negative / Learner.

### 1.4 Year Advisers

- Consult with roll call teachers when identifying students who are not attending regularly and make contact with parents to determine if support is required.
- Notify Attendance Officer with regular and ongoing absences if the Year Adviser has not had successful contact with parents or carers.
- May be asked to consult with the Head Teacher Wellbeing and/or Attendance Officer to develop a Student Attendance Plan.

### 1.6 Office Staff

- Collate information from Sentral rolls.
- Enter absentee, late and leave information into Sentral.
- Send SMS to all families of students absent without explanation for the day.
- File absentee notes.
- Adjust computer records for excursion details / Late Students / Pass outs / Fractional Truants / Clinic / External providers / Internal variations of routine.

- Post letters to parents / carers, generated by the Attendance Officer, regarding whole day absences.
- Create data entries for all suspensions (E) and exemptions (M) on Sentral.

### 1.7 Late Students

- Students who arrive at school between 8.55am and 9.10am are directed to roll call class for roll marking.
- Students who arrive at school at 9.10 am or later must report to the Front Office, sign in and present to their current class with the late slip provided by office staff.
- Late students are recorded on Sentral.

### 1.8 Parents

- It is the duty of the parent of a child of compulsory school-age to cause the child:
  - to be enrolled at, and to attend, a government school or a registered non-government school, or
  - to be registered for home schooling with the NSW Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.
- Parents are required to explain the absences of their children from school promptly and within seven days to the school. An explanation for absence must be provided to the school within 7 days of the first day of any period of absence.

### 1.9 Leave Passes

- Students needing a Leave Pass must have a note signed by parent/guardian.
- The student must report to the Deputy Principal who will sign the note giving permission for the Front Office to issue a leaver's pass.
- Students will leave school grounds via the front office and must show the leaver's pass to:
  - Their teacher before leaving the classroom.
  - The front office staff when leaving the school premises.
- If a student should return to the school campus, they must sign back in via the front office and their leave adjusted on Sentral.
- Students sent home sick are recorded in Sentral.

### 1.10 Suspension of students

- The Deputy Principal manages all suspensions, unless the suspension has been put into place by the Principal or any relieving Deputy Principal.
- Front Office staff will be notified of students suspended and the length of suspension. Rolls will then be adjusted through Sentral.
- Suspensions will be advised through Sentral. Change of attendance on Sentral will be created by the Office Staff.

### 1.11 Monitoring and review

- Schools, with support from attendance officers (Home School Liaison Officers and Aboriginal Student Liaison Officers), monitor the regular attendance of students and develop and implement strategies to support students with identified attendance issues. The Director, Child Protection Services is responsible for monitoring the implementation of this policy and reviewing its effectiveness every three years.

## Flexible Attendance for Senior Students

### 2.1 Early Leavers and Late Arrivals

Year 11 and 12 students have permission to arrive late if they have a study period at the

beginning of the day and leave early if they have a study period(s) at the end of the school day.

**2.2 Leaving School grounds during Study Periods (Periods 2-5)**

No senior student is allowed to leave during the school day without signed consent from a Deputy Principal or the Principal. They must sign in and out at the Front Office. ALL senior students are expected to attend Roll Call if they have a Period 1 class.

# Attendance Team

## What makes an effective Attendance Team?

Attendance Teams are successful when they involve a range of staff from across the school community. The Team coordinates the Toormina High School Attendance Procedures in line with mandated Department of Education policies and processes. The team ensures the unique needs of the THS community are considered and creates a whole school action plan focusing on improving school attendance.

## Team Composition

Toormina High School's Attendance Team comprises of

- Principal
- Senior Executive
- Attendance Officer
- HT Wellbeing
- Senior Executive's Administrative Support Officer
- Careers/Transition
- Student Support Officer
- Aboriginal Education Officer



Every Day Matters





## What are the responsibilities of the Attendance Team?

The Toormina High School Team meets fortnightly. Attendance data is collated and analysed by the Team. This allows the Team to monitor individual student and cohort/school trends. Minutes and data from each fortnightly meeting are shared on Sentral for all staff. The Toormina High School Attendance Team has two primary responsibilities.

**Firstly**, they are charged with looking at individual students whose attendance pattern is of concern.

*At the individual student level, they:*

- Examine every fortnight the list of students with attendance issues to ensure that each student receives appropriate support. (Tier 2 and 3). A case manager may be allocated to students at a Tier 2 level.
- Look at other data as found on Sentral, SCOUT, school counsellor and school files to develop a comprehensive understanding of complexities which may impact school attendance.
- Use data on attendance and chronic absence to determine the nature and intensity of support. Support can range from parent/student contact for an initial investigation to more intensive interventions and case management. This process includes creating personal attendance plans, Child Wellbeing and Home School Liaison Program referrals through to court-ordered interventions.

**Secondly**, at a school systems level the Team monitors what is happening for all students and student cohorts at Toormina High School. A strong focus is to monitor and reinforce the importance of regular student attendance with students and the wider school community. These interventions support the Affirmation and Proactive tiers of the NSW DoE Attendance Policy.

*At a whole-school level, the Team -*

- Review outcomes of prior interventions to determine if supports were effective.
- Help communicate the importance of attendance to the entire school community by-
- by providing professional learning to staff on the use of systems and processes such as SCOUT, Sentral, roll marking, referral of concerns
- collaborate with the Pastoral Care Team to establish positive expectations and rewards for good attendance with students and their families.
- Ensuring parents/carers are aware of the systems for reporting all absences. Parents are regularly informed of unexplained student absences via fortnightly mail-out and daily SMS messages. The school provides regular “how-to” information to parents for ease of access to the Sentral Parent Portal.
- Examine trend information and report these to staff and students, inclusive of student voice via survey and Student Leadership Team.
- Compile data across individual students and multiple data sources to unpack common barriers to attendance and then forge partnerships to address those challenges as reflected in the Toormina High School “Attendance Directions” document.
- Assess the impact of attendance procedures and/or strategies such as attendance incentives on reducing rates of absence, adjusting as required.

### Linked Documents

- Attendance Intervention ([Dept of Ed tiers](#))
- Toormina High School [Attendance Directions](#)

## Roles within the Attendance Team

### 3.1 Attendance Officer

- Leads the Attendance Team
- Attendance notice | School Compulsory School Attendance Notice sent to Parent/Caregiver after unexplained absences. This will be sent weekly.
- Generate a list of students, fortnightly, whose attendance is below 90% without a justified explanation. To be discussed at Attendance Meetings.
- Complete attendance monitoring table for at risk students for fortnightly attendance meetings.
- Attendance Team Meeting once per fortnight chaired by Attendance Officer.
- Attendance Officer to oversee case management of students on attendance plans.
- Return phone calls from parents/carers regarding unexplained absence notification letters.
- Check rolls have been submitted by classroom teachers each afternoon and email teachers to remind them to submit their rolls.
- To monitor partial absences, interview and identify truants and provide support as required. If persistent, refer to the relevant Deputy Principal.
- Support the Rolls Office with leave codes and absence reasons.
- Identify students consistently on leave for sickness and medical certificates are provided.

### 3.2 Head Teacher Wellbeing

- Participate in fortnightly Attendance Meetings.
- Case manage students as allocated by the Attendance Team.
- Develop Personal Attendance Plans.
- Monitor partial attendance/truancy patterns; support faculty intervention – refer to Learning and Support Team if unresolved with Year Advisor support.
- Inform the Attendance Team of wellbeing concerns in relation to student attendance.

### 3.3 AEO

- Participate in fortnightly Attendance Meetings.
- Case manage Aboriginal and/or Torres Strait Islander students as allocated by the Attendance Team.
- Develop Personal Attendance Plans for Aboriginal and/or Torres Strait Islander students.
- Monitor partial attendance/truancy patterns; support faculty intervention – refer to Deputy Principal/HT Wellbeing if unresolved support.
- Mentor students experiencing difficulties.
- Work with Community Groups and identify programs that work with our Aboriginal and/or Torres Strait Islander to reinforce the benefits of regular student attendance.
- Inform the Attendance Team of concerns in relation to Aboriginal and/or Torres Strait Islander student attendance.

### 3.4 Transition and Careers

- Participate in fortnightly Attendance Meetings.
- Case manage students as allocated by the Attendance Team.
- Develop Personal Attendance Plans.
- Support transition to post school options.

### 3.5 SSO

- Participate in fortnightly Attendance Meetings.
- Case manage students as allocated by the Attendance Team.
- Develop Personal Attendance Plans.
- Monitor partial attendance/truancy patterns; support faculty intervention – refer to HT Wellbeing if unresolved support.
- Inform the Attendance Team of wellbeing concerns in relation to student attendance.
- Mentor students experiencing difficulties.

### 3.6 Deputy Principal

- Participate in fortnightly Attendance Meetings.
- Case manage students as allocated by the Attendance Team.
- Liaise with HT Wellbeing/Attendance Officer to review and support Personal Attendance Plans.
- Meet as required/on need with the Home School Liaison Program (HSLP).
- Complete Home School Liaison Program (HSLP) referrals.
- Letter I and Destination Unknown (DESU) Letter will be sent by Deputy or delegate only.
  - Letter I - Informs parents of impending action with HSLP.
  - DESU - Informs HSLP that student's whereabouts are unknown.
- Deputy Principals to monitor, track and improve whole school attendance.
- Sign Pass Outs and Lunch Passes to enable students to leave the school grounds.
- Process exemptions in consultation with the Principal or delegate
- Approve and process partial attendance plans.

### 3.7 Principal

- Must provide clear information to students and parents regarding attendance requirements and the consequences of unsatisfactory attendance.
- Must ensure the school has effective measures in place to monitor and follow up student absences.
- Their delegate will undertake all reasonable measures to contact parents promptly and within two school days of an absence being unexplained, if contact has not already been made. An absence is unexplained if parents have failed to provide an explanation to the school within 7 days.
- Are responsible for ensuring that attendance records are maintained in an approved format and are an accurate record of the attendance of students.
- Must ensure that for students with attendance concerns, the learning and support needs of those students are addressed in consultation with parents.
- Are responsible for ensuring that when frequent absences are explained as being due to illness that:
  - Consultation occurs with parents regarding the health care needs of the student
  - Medical certificates are sought for the absences
  - 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
  - Strategies are developed to ensure regular attendance at school.
- must ensure that school staff are provided with information on attendance requirements and their obligation to monitor and promote regular attendance at school.

- must ensure that any matter relating to school attendance where safety, welfare or wellbeing concerns arise for a student:
  - 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).
- Have the authority to:
  - grant sick leave to students whose absences are satisfactorily explained as being due to illness
  - accept other explanations for absence and record the absence as 'L'
  - decline to accept an explanation for absence and record the absence as unjustified
  - grant an exemption from school attendance for periods totalling up to 100 days in a 12-month period for any one student provided certain conditions are met (see the Exemption from School - Procedures)
  - grant part-day exemptions from school for periods totalling up to 100 days in a 12-month period (see the Exemption from School Procedures)
  - grant exemption from enrolment for students who have completed Year 9 and have the required approval to complete their education in special circumstances through an apprenticeship or traineeship (see the Exemption from School Procedures).

#### 4.1 Directors, Educational Leadership

- have the delegated authority to grant exemptions from attendance at school under Section 25 of the Education Act (1990) totalling up to 100 days in a 12-month period.
- support schools to maintain accurate records of student attendance in a form approved by the Minister.
- approve the participation of a student in an alternative school-based program, leading to full-time attendance, prior to part-day exemption from attendance at school being granted by the school principal (see the Exemption from School - Procedures).

#### 4.2 Executive Directors, School Performance

- have the delegated authority to grant exemptions from attendance at school under Section 25 of the Education Act (1990) totalling more than 100 days in a 12-month period.
- have the delegated authority to grant exemptions from enrolment at school under Section 25 of the Education Act (1990), provided certain conditions are met.

#### 4.3 Director, Child Protection Services

- has the delegated authority to grant exemptions from school attendance for any period of time, for students wishing to participate in employment in the entertainment industry or participation in elite arts or sporting events. Principals are also able to consider applications for exemption in these circumstances. Principals should contact the Director, Child Protection Services if advice is needed on compliance with employment regulation of the Children's Guardian or exemption is sought for participation in a large scale production.

#### 4.4 Policy contact officer

Student Attendance and Educational Neglect Advisor 02 7814 2937

# Appendix

## Attendance Checklist

ATTENDANCE CHECKLIST					
	INVENTION STRATEGY	WHO	YES/NO	DATE	COMMENT/ACTIONS
<b>95% +</b>	SMS Messages sent for unexplained absence	Front Office			Daily
<b>Proactive 90-94% Attendance</b>	Absentee Notice 1 School/Compulsory. School Attendance note sent to Parent/Caregiver after unexplained student lateness/absence, generated Monday Week A.	Attendance Officer/Front Office			Letter in file
	RC Teacher to contact parent on unexplained student lateness/absence of 3-5 days	Roll Call Teacher			Note contact on Sentral as a data record in Attendance and notify Year Advisor
	YA to contact parent to discuss ongoing sporadic attendance of 5 days of more.	Year Adviser			Data record on Sentral - notify Attendance Officer if concerned
FURTHER ACTION REQUIRED - REFERRAL TO ATTENDANCE OFFICER					
<b>TIER 1 80-89% Attendance</b>	Identify students' number of days absent (including the counting of partial absences and trancies in total) totals less than 80-89%	Attendance Officer			Copy of attendance print out to attendance meeting fortnightly. Complete action checklist sheet during the meeting if required.
	Student interview with HT Wellbeing/Attendance Officer/delegate to identify reason for absences	Attendance Officer/ delegate			Record of interview, noted on Sentral
	Contact parent/caregivers by phone or letter to involve them in resolving the attendance issue. May request eg medical certificates/Exemption. Appoint case manager if necessary.	Attendance Officer			Record of interview, noted on Sentral - Parent Contact. Commence Attendance Interview Record.
CASE MANAGER APPOINTED					
<b>TIER 2 50-79% Attendance</b>	Student placed on attendance plan if attendance does not improve within the fortnight - copies sent to parent, CTs and HTs.	Case Manager			Copy on Sentral - Attendance
	Action to date noted at Wellbeing/LST meeting if support required.	Case Manager			Noted on Sentral - Wellbeing/LST Minutes
	Organise attendance meeting with parent/caregiver. Revisit Attendance Plan and DoE Policy.	Case Manager			Meeting minutes recorded on Sentral - Attendance
	Referral to DP, Senior Executive or delegate if attendance does not improve. Chosen delegate to contact parent. Referral to DoE policy/CWU	Case Manager/ HT Wellbeing/ Year DP			Data record entry Sentral
	Letter 1 - intent to initiate HSLP referral. Notify HSLP of impending referral	Attendance Officer or delegate			Copy of letter attached. This must be sent at least 2 weeks referral to HSLP
FURTHER ACTION REQUIRED - REFERRAL TO HSLP					
<b>TIER 3 Below 50% Attendance</b>	HSLP referral completed	Senior Executive, Attendance Officer or delegate			Note in Sentral - Attendance meeting minutes
	Involvement of regional support staff as appropriate	Senior Executive or delegate			Noted in Sentral - Attendance meeting minutes
	Outside agencies involved eg DCJ, JJ etc, and/or Student Wellbeing Unit referral made	Senior Executive/ delegate			Noted in Sentral - Data Record and Attendance meeting minutes

**EXTERNAL AGENCY REFERRAL**

**NAME OF AGENCY:**

**ADDITIONAL PLAN DETAILS**

**COMMENTS:**

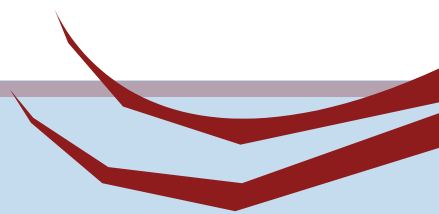
**PLAN AGREEMENT**

**Case Manager Signature**

**Date**

**Deputy Principal, Senior Executive/Delegate Signature**

**Date**





## Request for Medical Certificates

Mr Paul Humphrey  
B Ed M Ed JP  
Principal  
Armstrong Drive  
Toormina NSW 2452  
T 02 6653 307

Mr P and Ms S Crosby

108 Keats Avenue  
DARLINGHURST NSW 2010

Dear Mr Crosby,

I am writing in regard to the school absences of your child John Crosby, date of birth \_\_\_\_\_

**Section 22 of the Education Act (1990)** requires parents to ensure that students of compulsory school age are enrolled at a government or registered non-government school and attend that school whenever instruction is provided. Students must attend school unless there are justified reasons for an absence. All absences must be explained to the school at which the child is enrolled.

Consistent with the Department of Education's School Attendance Policy '**Principals may request medical certificates or other documentation when absences explained as being due to sickness are frequent or prolonged**' and '**Principals may decline to accept as satisfactory an explanation for an absence**'.

The Department may also obtain information about children of compulsory school-age from any relevant institution or other person under **Section 22A** of the **Education Act (1990)** including your child's GP. The information given to the Department is solely for the purpose of ascertaining the reasons why the child is not receiving compulsory schooling or not participating.

John's attendance has been erratic of late and as a consequence there are concerns regarding his/her academic progress. I would like to discuss John's frequent sick days with you and/or his treating physician. I have attached our exchange of information permission form for you to complete and return.

This letter is also informing you that any future absences will require a medical certificate or verifiable evidence to support John's absence. Without this documentation all future absences will be recorded as unjustified.

Please contact me on 6653 3077 so an appointment time can be scheduled.

Yours sincerely,

Paul Humphrey  
Principal  
Toormina High School



Mr Paul Humphrey  
 B Ed M Ed JP  
 Principal  
 Armstrong Drive  
 Toormina NSW 2452  
 T 02 6653 3077

### PERMISSION TO EXCHANGE INFORMATION

I, \_\_\_\_\_ give permission for your School Psychologists, to exchange information about my child, \_\_\_\_\_ DOB: \_\_\_\_\_ with the following nominated Professionals who are involved in my child's care. I understand that this information will be restricted to the relevant issues already discussed with me. I understand that this information will remain confidential, however assessment results may be shared with members of the school's Learning Support Team and Attendance Team for support planning purposes.

Professional/Agency (please circle appropriate Professional)	Name and Phone Number
Speech Pathologist	
Occupational Therapist	
Psychologist / Counsellor	
Paediatrician	
Mental Health Care Professional	
General Practitioner	
Family Support Agency	
FACS	
Other	

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent/Carer Signature

\_\_\_\_\_  
 Date

ARMSTRONG DRIVE TOORMINA NSW 2452 026653 3077 [toormina-h.school@det.nsw.edu.au](mailto:toormina-h.school@det.nsw.edu.au) [www.toormina-h.schools.nsw.edu.au](http://www.toormina-h.schools.nsw.edu.au)



## Example Letter Referral to HSLP



108 Keats Avenue  
DARLINGHURST NSW 2010

Mr P and Ms S Crosby

Mr Paul Humphrey  
B Ed M Ed JP  
Principal  
Armstrong Drive  
Toormina NSW 2452  
T 02 6653 3077

Dear Mr and Ms Crosby

I refer to the attendance of your son, John at school. Your child's attendance is at ..... %

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 John's attendance is a matter of concern. The school has implemented a range of strategies to encourage John's full attendance at school without success.

At a recent school Learning Support Team/Student Welfare Team meeting John's pattern of attendance was reviewed and it is clear that John's attendance is still at an unacceptable level.

I am obliged to report apparent unresolved non-compliance with the **Education Act (1990)** to the local manager of the region's Home School Liaison Program for further investigation by a home school liaison officer/Aboriginal student liaison officer to help resolve the matter. The local manager will consider if further action is necessary. This may include the development of an Attendance Improvement Plan with specific targets, strategies and timelines.

If you do not meaningfully engage in the plan and there is no improvement in John's attendance during this time, the matter may be referred to the Department's senior officers for possible legal action.

It is important that you work with us to resolve the issue.

Yours sincerely,

Paul Humphrey

**Principal**

**Toormina High School**

## Toormina High School – Personal Attendance Plan

Personalised Attendance Plan		
Student Details		
Name		
Year		
Attendance %		
Participants		
Date		
Summary of concerns		
Support plan		
Internal supports	<input type="checkbox"/>	Wellbeing team:
Differentiated Curriculum	<input type="checkbox"/>	School Support Officer
Homework	<input type="checkbox"/>	Mentor Teacher:
In-Class-SLSO	<input type="checkbox"/>	School Counsellor
Tutoring	<input type="checkbox"/>	Youth Worker
Monitoring	<input type="checkbox"/>	Year Advisor
Class Change	<input type="checkbox"/>	Careers
Equipment / Uniform Assistance	<input type="checkbox"/>	Transition
Organisational Support	<input type="checkbox"/>	WHIN referral
Breakfast / Lunch	<input type="checkbox"/>	Other:
Timetable	<input type="checkbox"/>	
Parent / Carer Drop-off / Pick up	External Support	
Partial Attendance plan	<input type="checkbox"/>	KEY Employment
Life skills	<input type="checkbox"/>	TAFE
DE	<input type="checkbox"/>	Work Experience
Learning and Support Team referral	<input type="checkbox"/>	GP
AEO	<input type="checkbox"/>	Psychologist
Cultural Program	<input type="checkbox"/>	Paediatrician
ARCO	<input type="checkbox"/>	Other:
Identified Support Person (Internal)		Identified Support Person (External)
Attendance Goal and Strategies		
Attendance Plan Review Date:		
Carer / Parent Signature		Date:
Student Signature		Date:
Plan Manager Signature		Date: