



**Help for non-English speakers** - If you need help to understand the information in this policy, please contact Administration at Ph. 8766 4000

### Multiple Days Away- Not Present Unexplained

- **Day 1:** Compass first day notification sent home
- **Day 2:** Compass notification and Phone call home(end of day)
- **Day 3:** Email to family asking for compass update
- **Day 4:** Emergency contact called and Leadership notified via Email
- **Day 5:** Phone call home
- **Day 6:** Leadership notified and Regional Attendance officer contacted  
( Dana Halm-Forshner <Dana.Halm-Forshner@education.vic.gov.au>)

### Students with Attendance concerns

1. List of students will be sent out twice a term
2. Staff need to look at students on the list and comment if known reasons for absence
3. If reason for absence is unreasonable or you have concerns about students attendance follow the above colour response

BLUE (CATCH)	ORANGE (CONTACT)	RED (CRITICAL)
<ul style="list-style-type: none"> <li>- Email the below email and attachment to the family</li> </ul>	<ul style="list-style-type: none"> <li>- Phone call home</li> <li>- meeting with parent</li> <li>- attendance plan if required</li> </ul>	<p>Leadership will manage</p> <ul style="list-style-type: none"> <li>- Parent meeting</li> <li>- Region flagged and supporting</li> <li>- Attendance Plan</li> <li>- Wellbeing team engagement for family and student</li> </ul>

### Compass Message Example:

Dear \_\_\_\_\_,

This is just an email touching base to let you know that (Student) has missed a few days of school this term already. Our records show that they have missed around 8-11 days of school which is equivalent to 85-80% attendance rate.

A strong focus for Barton in 2023 is the moto "Every Day Counts" and this email is just to bring to your attention the impact of missing days of school. You will find attached a PDF document that outlines the impact of missing school and the outcomes for your child.

As always, I am here to help so reach out if you need any support or assistance.

Thanks