

FLAMETREE

An annexe of Figtree High School

ATTENDANCE POLICY & PROCEDURES - STUDENTS IN STAGE 4 & 5 PROCESS FOR ADDRESSING ATTENDANCE CONCERNS 2016



#	STEPS	WHEN?	WHAT HAPPENS?	WHO IS ADVISED/ INVOLVED?	STUDENT & PARENT RESPONSE
1	Class teacher refers attendance concerns	Over 10 weeks – after poor attendance, partial truancy, several unexplained absences or a combination of the above.	Parent Letter #1 Home School Principal Letter #1	Teacher, Head Teacher, Home School Principal, Principal Figtree High School, Parent, Student, relevant support agencies	Student improves attendance over next 5 weeks? YES - no further action NO - go to Step #2
2	Attendance concerns continue	Over 5 weeks - attendance issues remain unresolved	Parent Letter #2 Home School Principal Letter #2 Attendance Conference with Parent and Student to develop an individual attendance plan	Teacher, Head Teacher, Home School Principal, Principal Figtree High School, Parent, Student, relevant support agencies	Student improves attendance over next 5 weeks? YES- no further action NO - go to Step #3
3	Student does not comply with attendance plan over the next 5 weeks	After 20 weeks the student/parent have failed to comply with the individual attendance plan	Principal Figtree High School informed HSLO Referral Parent Letter advising of HSLO Referral CWBU notification	Teacher, Head Teacher, Home School Principal, Principal Figtree High School, Parent, Student, relevant support agencies, Learning and Engagement Officer, HSLO	Student improves attendance over next 10 weeks? YES- no further action NO - go to Step #4
4	HSLO intervention commences	Over 10 weeks	HSLO works with parent and student	Teacher, Head Teacher, Home School Principal, Principal Figtree High School, Parent, Student, relevant support agencies, Learning and Engagement Officer, HSLO	Student improves attendance over next 10 weeks? YES- no further action NO - go to Step #5
5	Legal Action commenced	Over 10 weeks	Court orders implemented	Teacher, Head Teacher, Home School Principal, Principal Figtree High School, Parent, Student, relevant support agencies, Learning and Engagement Officer, HSLO	Student improves attendance over next 5 weeks? YES- no further action NO - go to Step #6
6	Student and parent fail to comply	Time frame negotiated with L&E Team	Case Conference involving all stakeholders – parent & student involvement as recommended	Teacher, Head Teacher, Home School Principal, Principal Figtree High School, Parent, Student, relevant support agencies, Learning and Engagement Officer, HSLO	Parent takes up other education option? YES - no further action NO – Placement reviewed, return to home school an option
7	Consideration to review placement	As agreed at case Conference, Principal Figtree HS makes a decision to negotiate with home school principal to re-establish student placement	Student, Parent advised of decision and alternative placement options, Home school advised, L&E team advised, Form E submitted.	Teacher, Head Teacher, Home School Principal, Principal Figtree High School, Parent, Student, relevant support agencies, Learning and Engagement Officer, HSLO	Re-establish return to home school or further legal action as determined by Learning and Engagement Team

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ATTENDANCE POLICY & PROCEDURES - STUDENTS IN STAGE 6

PROCESS FOR ADDRESSING ATTENDANCE & ENGAGEMENT CONCERNS 2016



#	STEPS	WHEN?	WHAT HAPPENS?	WHO IS ADVISED/ INVOLVED?	STUDENT & PARENT/CARER RESPONSE
1	Class teacher refers engagement concerns to the Head teacher	Engagement concerns over 5 weeks e.g. lack of academic engagement, poor attendance, partial truancy, unexplained absences or a combination of these.	Parent/Carer Letter #1 issued advising of student obligations to maintain Stage 6 placement.	Teacher, Head Teacher, Principal Figtree High School, Parent, Student, School counsellor, relevant support agencies	Student improves over next 5 weeks? YES - no further action NO - go to Step #2
2	Engagement concerns continue	Over 10 weeks – engagement issues remain unresolved	Parent/Carer Letter #2 advising of need for a placement meeting. Head Teacher Conference with parent/carer and student to develop an engagement contract.	Teacher, Head Teacher, Principal Figtree High School, Parent, Student, relevant support agencies	Student improves engagement over the next 2 weeks? YES- no further action NO - go to Step #3
3	Student does not fulfil engagement contract over the next 2 weeks	After 12 weeks the student has failed to comply with the agreed engagement plan. Notice of possible termination of placement is discussed for post-compulsory students.	Principal Figtree HS informed. Head Teacher reviews enrolment status with student and parent. Home school informed of concerns.	Teacher, Head Teacher, Principal Figtree High School, Principal of home school, Parent, Student, relevant support agencies	Student improves engagement over 5 weeks? YES - no further action NO - go to Step #4
4	Notice of pending termination of placement given in writing with 7 days for student and parent/carer to respond.	Lack of engagement continues and student has reached 17 years of age. OR Student is younger than 17 years and has obtained 25 hours of employment, a registered apprenticeship and is ready to exit to work or an alternative educational placement.	Class teacher, Head Teacher, parent/carer and student agree to terminate placement. Where the student and their parent/carer do not engage in the process a decision about un-going placement is made by Principal Figtree HS.	Teacher, Head Teacher, Home School Principal, Principal Figtree High School, Student Services Team, Parent, Student, and relevant support agencies .	Student and parent/carer informed of decision in writing together with information about education alternatives and employment assistance programs where there is no established pathway.
5	Placement is terminated	After placement review by Head Teacher and Principal Figtree High School.	Exit Form E sent to Student Services Home school informed of student exit.	Teacher, Head Teacher, Student & parent/carer, Principal Figtree HS, Home School Principal.	No action required.