## **FLAMETREE**

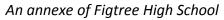




## ATTENDANCE POLICY & PROCEDURES - STUDENTS IN STAGE 4 & 5 PROCESS FOR ADDRESSING ATTENDANCE CONCERNS 2016

#	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

## **FLAMETREE**





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