



FORM D1

Guidelines for Management of Habitual Non-Attendance

The following is the procedure followed at St Pius X High School to manage habitual non-attendance.

Step 1: 3 days unexplained/unjustified absence (not necessarily consecutive)

- Care Group Teacher reports the matter to the House Coordinator, who phones parents.

Step 2: 5 – 10 days unexplained/unjustified absence (not necessarily consecutive)

- Another phone call to parents by House Coordinator.
- Follow up with letter/email to parents requesting meeting with parents to discuss, if this seems necessary.

Step 3: 11 – 20 days unexplained/unjustified absence (not necessarily consecutive)

- Phone call/SMS text to parents on each subsequent day of unexplained/unjustified non-attendance after first 10 days.
- Letter or email to parents re attendance requesting meeting between school and parents to discuss. A face-to-face meeting must take place with House Coordinator.
- School Counsellor notified.

Step 4: 21 – 30 days unexplained/unjustified absence (not necessarily consecutive)

- Daily phone call/SMS text message to parents on each day of unexplained/unjustified non-attendance.
- Registered letter to parents re attendance requesting meeting with Dean of Students or Principal. If student is in Year 10 an “N” Determination letter will be included here.
- Consult with school counsellor.
- Inform the Assistant Director.

Step 5: 30+ days unexplained/unjustified absence within last 100 days.

- Registered letter to parents. Further “N” Determination letter(s) as required.
- Daily phone call/SMS text message to parents on each day of unexplained/unjustified non-attendance.
- ROSH report made by Principal or delegate.
- Referral to Assistant Director for possible further action.

Step 6: 30+ days unexplained/unjustified absence & no improvement from Step 4

- Assistant Director and Principal make schooling arrangements with parents/carers that include a written undertaking with respect to compulsory schooling (a Compulsory Schooling Undertaking).
- School-initiated Compulsory School Attendance Conference.