



Student Intervention Flowchart

Universal

Daily: Monitor and Respond to Student Absence(s)

Class Teacher: complete roll accurately on Compass. **Primary schools** - **three** times per school day. **Secondary schools** - at the beginning of the school day and at the commencement of each lesson. Follow school procedures for inconsistencies

Principal: Establish and regularly review school procedures for Non Attendance based on CEDWW Attendance Policy. Analyse fortnightly Student Attendance Summary Reports to identify emerging absenteeism.

Targeted

Emerging Absenteeism Identified (<90% or 7 days absent)

Follow School Procedures regarding contacting parents/carers to raise concern regarding unexplained/unjustified absences using **Letter 1** or Chronicled phone call. If the decrease in attendance is very unusual, initiate early intervention from the School Wellbeing Team or CEDWW SW&DL Team.

Individual

Emerging no improvement Absenteeism (<90%)

Contact parents to book an **Attendance Planning Meeting** (APM). Send **Letter 2** to confirm. During APM, consult with parent(s), student & principal/delegate to develop **Attendance Improvement Plan** (Template)

Individual

Absenteeism (<90%) - 2nd Request to Attend/No Improvement

If failure to attend scheduled APM stated in **Letter 3** and/or there is no improvement in attendance, make contact to confirm 2nd APM. Send **Letter 3** by REGISTERED MAIL. Consider **mandatory reporting** (MR). Contact CEDWW to arrange a meeting.

Failure to meet Attendance Requirements - Pending Abandonment of Enrolment

Send **Letter 4** to parents in consultation with CEDWW re **Compulsory Student Attendance Meeting** (SAM). Engage in **MRG** protocols.

Failure to meet Attendance Requirements - Enrolment Abandoned

If no response or no sustained improvement is made throughout the whole process, in consultation with CEDWW Attendance Officer a letter is sent to the family informing them that the students **enrolment will be abandoned. MRG** completed.