ATTENDANCE FLOW CHART

Belmay PRIMARY | We Choose Respect

Absent or late
Teacher asks parent at the door or sends a formal note home which is SIS generated weekly

Note not returned within two days –
Teacher calls home

Spoke to parent.
No answer.
Left message

Teacher enters into SIS Student activity

Reason given to teacher
Entered on **SIS Attendance**
Replace U with R or N

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Entered on **SIS Attendance**
Replace U with R or N

At the end of the week (Friday)
Teacher gives follow up call to home
Teacher to notify DP no response

Response given. Teacher to enter into SIS Student Activity.

Attendance Improves to regular level.
IAP Not Required

No response
Deputy Principal sends individual formal letter home at the end of the following week

Reason given in response to Deputy Principal's letter
Entered on **SIS Attendance**
Replace U with R or N

No response
No attendance improvement
Formal letter sent registered mail
No response contact RO

Attendance below 80%
Irregular/ severe attendance

Deputy Principal sends formal letter home at the end of the fortnight

Parent/ Guardian agrees to IAP meeting and case conference
Written by Class Teacher and Deputy Principal

Parent/ Guardian agrees to IAP Meeting
Failure to abide by IAP Admin reports to RO and DCP

No Answer given
No attendance improvement
Deputy Principal phones home if no response home visit. DCP contacted

No answer given
No attendance improvement
Admin reports student to RO Attendance officer