



# **BRISBANE STATE HIGH SCHOOL**

*Operational Procedures  
for the management of  
Student Truancy*

# Table of Contents

|  |       |
|--|-------|
| Preamble   | 3     |
| Overview of Procedures   | 4     |
| First Offence  | 5     |
| Second Offence   | 6     |
| Third Offence  | 7     |
| Fourth Offence   | 8     |
| Fifth Offence  | 9     |
| Sixth Offence  | 10    |
| Seventh Offence  | 11    |
| <i>Appendix A</i><br>Notification of Truancy : Letter to Parent / Guardian             | 12-13 |
| <i>Appendix B</i><br>Notification of Truancy : Parental Response                       | 14-15 |
| <i>Appendix C</i><br>Truancy Record Form   | 16-17 |
| <i>Appendix D</i><br>Monitoring Card   | 18-20 |
| <i>Appendix E</i><br>Notification of Internal Suspension : Letter to Parent / Guardian | 21-22 |
| <i>Appendix F</i><br>Request for Work : Internal Suspension                            | 23-24 |
| <i>Appendix G</i><br>Request for Work : Suspension                                     | 25-26 |
| <i>Appendix H</i><br>SMS : Managing Student Behaviour Form (for entry into database)   | 27-28 |
| <i>Appendix I</i><br>Unexplained absence   | 29-31 |

# Preamble

The Truancy Policy of Brisbane State High School reflects the school's commitment towards the pastoral care of its students.

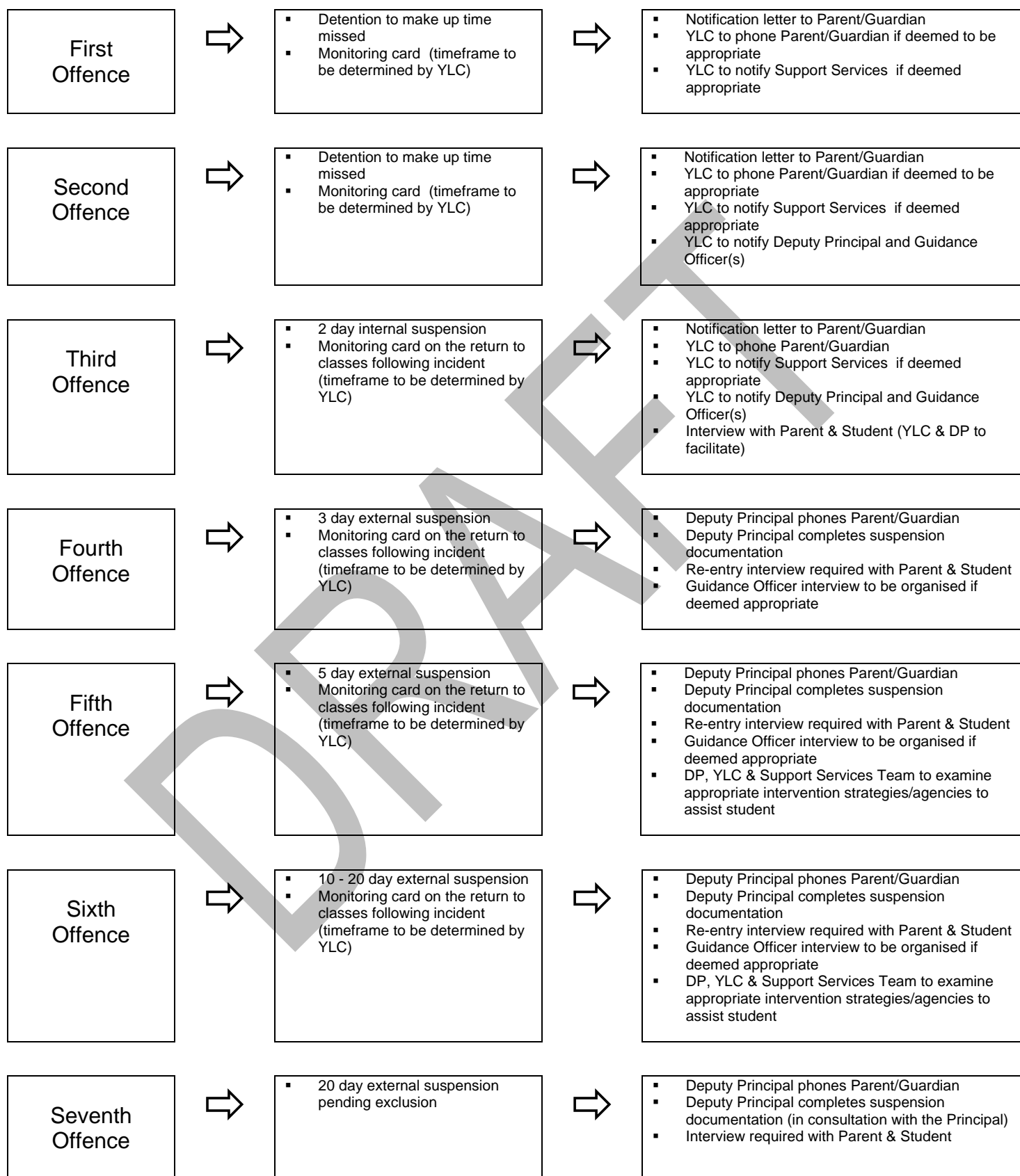
Brisbane State High School works in partnership with students, parents and the wider school community to ensure that all students receive a high quality education.

The Truancy Policy affirms that learning is the central function of the school and that attendance at school plays a vital part in this function.

Brisbane State High school encourages all students attending this educational institution to take increasing responsibility for their own behaviour and the consequences of their actions.

DRAFT

# Overview of Procedures



# First Offence

| Consequences for Student   | Parent Notification  | Actions<br>(Year Level Coordinator and/or Deputy Principal)   | Documentation   |
|--|--|---|---|
| <ul style="list-style-type: none"> <li>▪ Detention (before or after school – time to be negotiated)</li> <li>▪ Amount of time at detention is to equal amount of time truant from school</li> <li>▪ Monitoring card (timeframe to be determined by YLC)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Notification letter issued to Parent/Guardian with details of incident and times of detention sessions</li> <li>▪ Letter to be given to student to pass to Parent/Guardian</li> <li>▪ Letter has an acknowledgement page attached for parent/guardian to sign</li> <li>▪ Student to return letter to the issuing Year Level Coordinator</li> <li>▪ Year Level Coordinator may choose to ring Parent/Guardian if deemed to be appropriate</li> </ul> | <ul style="list-style-type: none"> <li>▪ YLC prepares notification letter to Parent/Guardian</li> <li>▪ YLC places the returned notification sheet (with parent/guardian signature) in the student's file</li> <li>▪ YLC records truancy dates, offence number, consequences and actions on the student's record</li> <li>▪ YLC records the incident on the SMS Behaviour Management Data Base form and submits the form to the relevant administration officer</li> <li>▪ YLC supervises the detention sessions</li> <li>▪ YLC notifies the Support Services Team if deemed appropriate</li> </ul> | <ul style="list-style-type: none"> <li>▪ Notification Letter to Parent/Guardian</li> <li>▪ Monitoring Card</li> <li>▪ Student Truancy Record</li> <li>▪ SMS Behaviour Management Data Base Incident Form</li> </ul> |

# Second Offence

| Consequences for Student   | Parent Notification   | Actions<br>(Year Level Coordinator and/or Deputy Principal)   | Documentation   |
|--|---|---|---|
| <ul style="list-style-type: none"> <li>▪ Detention (before or after school – time to be negotiated)</li> <li>▪ Amount of time at detention is to equal amount of time truant from school</li> <li>▪ Monitoring card (timeframe to be determined by YLC)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Notification letter issued to Parent/Guardian with details of incident and times of detention sessions</li> <li>▪ Letter to be given to student to pass to Parent/Guardian</li> <li>▪ Letter has an acknowledgement page attached for parent/guardian to sign</li> <li>▪ Student to return letter to the issuing Year Level Coordinator</li> <li>▪ Phone contact with Parent/Guardian by Year Level Coordinator</li> </ul> | <ul style="list-style-type: none"> <li>▪ YLC to phone Parent/Guardian</li> <li>▪ YLC prepares notification letter to Parent/Guardian</li> <li>▪ YLC places the returned notification sheet (with parent/guardian signature) in the student's file</li> <li>▪ YLC records truancy dates, offence number, consequences and actions on the student's record</li> <li>▪ YLC records the incident on the SMS Behaviour Management Data Base form and submits the form to the relevant administration officer</li> <li>▪ YLC supervises the detention sessions</li> <li>▪ YLC notifies that Deputy Principal and Guidance Officer(s)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Notification Letter to Parent/Guardian</li> <li>▪ Monitoring Card</li> <li>▪ Student Truancy Record</li> <li>▪ SMS Behaviour Management Data Base Incident Form</li> </ul> |

# Third Offence

| Consequences for Student   | Parent Notification  | Actions<br>(Year Level Coordinator and/or Deputy Principal)   | Documentation  |
|--|--|---|--|
| <ul style="list-style-type: none"> <li>▪ 2 day internal suspension</li> <li>▪ Monitoring card (timeframe to be determined by YLC)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Phone contact with Parent/Guardian by Year Level Coordinator</li> <li>▪ Notification letter issued to Parent/Guardian with details of incident and arrangements for internal suspension</li> <li>▪ Interview requested with Parent and Student</li> </ul> | <ul style="list-style-type: none"> <li>▪ YLC to phone Parent/Guardian</li> <li>▪ YLC prepares Internal Suspension notification letter to Parent/Guardian (to be mailed to Parent/Guardian)</li> <li>▪ YLC organises an interview with the Parent/Guardian</li> <li>▪ YLC records truancy dates, offence number, consequences and actions on the student's record</li> <li>▪ YLC records the incident on the SMS Behaviour Management Data Base form and submits the form to the relevant administration officer</li> <li>▪ YLC oversees the internal suspension (in consultation with the DP responsible for the year level)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Notification Letter of Internal Suspension to Parent/Guardian</li> <li>▪ Monitoring Card</li> <li>▪ Student Truancy Record</li> <li>▪ SMS Behaviour Management Data Base Incident Form</li> <li>▪ Request for Student Work form (student to collect work from class teachers at the start of the day or lesson – to be determined by the YLC / DP)</li> </ul> |

# Fourth Offence

| Consequences for Student   | Parent Notification  | Actions<br>(Year Level Coordinator and/or Deputy Principal)  | Documentation   |
|--|--|--|---|
| <ul style="list-style-type: none"> <li>▪ 3 day external suspension</li> <li>▪ Monitoring card (timeframe to be determined by YLC)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Phone contact with Parent/Guardian by Deputy Principal</li> <li>▪ Suspension letter issued to Parent/Guardian with details pertaining to the suspension</li> <li>▪ Re-entry interview required with Parent and Student</li> </ul> | <ul style="list-style-type: none"> <li>▪ DP to phone Parent/Guardian</li> <li>▪ DP organises a re-entry interview with the Parent/Guardian following the suspension</li> <li>▪ DP prepares the suspension letters</li> <li>▪ YLC records truancy dates, offence number, consequences and actions on the student's record</li> <li>▪ DP records the incident on the SMS Behaviour Management Data Base form and submits the form to the relevant administration officer</li> <li>▪ DP / YLC consults with the Guidance Officer to arrange an appointment for the student (if considered to be relevant to the student)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Monitoring Card</li> <li>▪ Student Truancy Record</li> <li>▪ Suspension Letters</li> <li>▪ SMS Behaviour Management Data Base Incident Form</li> <li>▪ Request for Student Work form – collection method to be determined by the DP</li> </ul> |

# Fifth Offence

| Consequences for Student   | Parent Notification  | Actions<br>(Year Level Coordinator and/or Deputy Principal)  | Documentation   |
|--|--|--|---|
| <ul style="list-style-type: none"> <li>▪ 5 day external suspension</li> <li>▪ Monitoring card (timeframe to be determined by YLC)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Phone contact with Parent/Guardian by Deputy Principal</li> <li>▪ Suspension letter issued to Parent/Guardian with details pertaining to the suspension</li> <li>▪ Re-entry interview required with Parent and Student</li> </ul> | <ul style="list-style-type: none"> <li>▪ DP to phone Parent/Guardian</li> <li>▪ DP organises a re-entry interview with the Parent/Guardian following the suspension</li> <li>▪ DP prepares the suspension letters</li> <li>▪ YLC records truancy dates, offence number, consequences and actions on the student's record</li> <li>▪ DP records the incident on the SMS Behaviour Management Data Base form and submits the form to the relevant administration officer</li> <li>▪ DP places a request with School Support Services team to examine appropriate intervention strategies/agencies to assist the student OR uses the District Behaviour Management Team to source a suitable alternative support program</li> </ul> | <ul style="list-style-type: none"> <li>▪ Monitoring Card</li> <li>▪ Student Truancy Record</li> <li>▪ Suspension Letters</li> <li>▪ SMS Behaviour Management Data Base Incident Form</li> <li>▪ Request for Student Work form – collection method to be determined by the DP</li> <li>▪ Referral forms to District Behaviour Management Support Services</li> </ul> |

# Sixth Offence

| Consequences for Student   | Parent Notification  | Actions<br>(Year Level Coordinator and/or Deputy Principal)  | Documentation   |
|--|--|--|---|
| <ul style="list-style-type: none"> <li>▪ 10 - 20 day external suspension</li> <li>▪ Monitoring card (timeframe to be determined by YLC)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Phone contact with Parent/Guardian by Deputy Principal</li> <li>▪ Suspension letter issued to Parent/Guardian with details pertaining to the suspension</li> <li>▪ Re-entry interview required with Parent and Student</li> </ul> | <ul style="list-style-type: none"> <li>▪ DP to phone Parent/Guardian</li> <li>▪ DP organises a re-entry interview with the Parent/Guardian following the suspension</li> <li>▪ DP prepares the suspension letters</li> <li>▪ YLC records truancy dates, offence number, consequences and actions on the student's record</li> <li>▪ DP records the incident on the SMS Behaviour Management Data Base form and submits the form to the relevant administration officer</li> <li>▪ DP places a request with District Behaviour Management Support Services Team for an "alternative-site placement (available to students under post compulsory age)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Monitoring Card</li> <li>▪ Student Truancy Record</li> <li>▪ Suspension Letters</li> <li>▪ SMS Behaviour Management Data Base Incident Form</li> <li>▪ Request for Student Work form – collection method to be determined by the DP</li> <li>▪ Referral forms to District Behaviour Management Support Services</li> </ul> |

# Seventh Offence

| Consequences for Student   | Parent Notification   | Actions<br>(Year Level Coordinator and/or Deputy Principal)   | Documentation  |
|--|---|---|--|
| <ul style="list-style-type: none"> <li>▪ 20 day external suspension pending exclusion</li> </ul> <p><i>NOTE:<br/>If the exclusion is overturned by District Office, and the student returns to BSHS, and re-offends – repeat actions for 7<sup>th</sup> offence.</i></p> | <ul style="list-style-type: none"> <li>▪ Phone contact with Parent/Guardian by Deputy Principal</li> <li>▪ Suspension letter issued to Parent/Guardian with details pertaining to the suspension</li> <li>▪ interview required with Parent and Student</li> </ul> | <ul style="list-style-type: none"> <li>▪ DP to phone Parent/Guardian</li> <li>▪ DP organises an interview with the Parent/Guardian to discussion the suspension pending exclusion</li> <li>▪ DP prepares the suspension letters (in consultation with the Principal)</li> <li>▪ YLC records truancy dates, offence number, consequences and actions on the student’s record</li> <li>▪ DP records the incident on the SMS Behaviour Management Data Base form and submits the form to the relevant administration officer</li> <li>▪ DP places a request with District Behaviour Management Support Services Team for an “alternative-site placement (available to students under post compulsory age) – pending the decision from District Office</li> </ul> | <ul style="list-style-type: none"> <li>▪ Student Truancy Record</li> <li>▪ Suspension (pending exclusion) Letters</li> <li>▪ SMS Behaviour Management Data Base Incident Form</li> <li>▪ Request for Student Work form – collection method to be determined by the DP</li> <li>▪ Referral forms to District Behaviour Management Support Services</li> </ul> |

# **Appendix A**

## **Notification of Truancy:**

### **Letter to Parent / Guardian**

#### **First & Second Offences**

**To be printed on School Letterhead**

DRAFT

## Notification of Truancy : Parental Advice

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_

I wish to advise you that \_\_\_\_\_ has truanted from classes / school.

Details of the incident are as follows:

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Lesson(s) missed: \_\_\_\_\_

Other relevant information:

\_\_\_\_\_  
\_\_\_\_\_

As a consequence of these actions, this time is to be made up by \_\_\_\_\_.

This time is to be served either **before or after school**. The specific times will be negotiated between \_\_\_\_\_ and myself.

Please sign the attached page to indicate your receipt of this notification.

Should you wish to discuss this matter further, please contact me on 3406\_\_\_\_\_ or email \_\_\_\_\_.

Yours faithfully

Year \_\_ Coordinator

# **Appendix B**

**Notification of Truancy:**

**Acknowledgement by  
Parent / Guardian**

**First & Second Offences**

**To be printed on School Letterhead**

**Notification of Truancy : Parental Response**

Student Name: \_\_\_\_\_

Form Class: \_\_\_\_\_

Detentions to be completed:

| Day | Date | Time |
|-----|------|------|
|     |      |      |
|     |      |      |
|     |      |      |
|     |      |      |

I acknowledge receipt of this notification and am aware that \_\_\_\_\_ is required to attend the specified detention sessions.

Parent Name: \_\_\_\_\_

Contact details: Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# **Appendix C**

## **Truancy Record Form**

**To be printed on School Letterhead**

DRAFT

## Student Truancy Record

Student Name: \_\_\_\_\_

Form Class: \_\_\_\_\_

| Offence | Date | Consequences and other notes | YLC Code / Sign |
|---------|------|------------------------------|-----------------|
| 1       |      |                              |                 |
| 2       |      |                              |                 |
| 3       |      |                              |                 |
| 4       |      |                              |                 |
| 5       |      |                              |                 |
| 6       |      |                              |                 |
| 7       |      |                              |                 |

# **Appendix D**

## **Monitoring Card**

DRAFT

DRAFT

DRAFT

# **Appendix E**

## **Notification of Internal Suspension :**

### **Letter to Parent / Guardian**

**To be printed on School Letterhead**

**DRAFT**

**Notification of Truancy  
Internal Suspension : Parental Advice**

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_

I wish to advise you that \_\_\_\_\_ has truanted from classes / school.

Details of the incident are as follows:

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Lesson(s) missed: \_\_\_\_\_

As this is now the **third offence** for truancy, a 2 day internal suspension will be put in place.

I will endeavour to contact you by phone to discuss this matter. Should I have been unsuccessful in speaking with you prior to this letter being received, it would greatly appreciated if you would contact me to discuss this matter.

My contact details are as follows:

Phone: 3406\_\_\_\_\_

Email: \_\_\_\_\_.

Yours faithfully

Year Coordinator

# **Appendix F**

## **Request for Work Form “Internal Suspension”**

**To be used to collect work  
for students on  
internal suspension**

**To be printed on School Letterhead**

## Internal Suspension – Work for Student

Name : \_\_\_\_\_ Form Class: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

| Lesson | Teacher | Work Set |
|--------|---------|----------|
| 1      |         |          |
| 2      |         |          |
| 3      |         |          |
| 4      |         |          |

Please supply this student with a written task for the lesson.  
He / She will be working under the supervision of a Deputy Principal or Year Level Coordinator during this time.

Thank you

Deputy Principal / Year Level Coordinator

# **Appendix G**

## **Request for Work Form “Suspension”**

**To be used to collect work  
for students on  
external suspension**

**To be printed on School Letterhead**

DRAFT

## Suspension – Work for Student

Name : \_\_\_\_\_

Dates absent: \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of days: \_\_\_\_\_

| Subject | Teacher | Work Set |
|---------|---------|----------|
|         |         |          |
|         |         |          |
|         |         |          |
|         |         |          |
|         |         |          |
|         |         |          |

Please supply this student with an appropriate amount of work for the lessons that will be missed.

Thank you

Deputy Principal

# **Appendix H**

## **SMS Behaviour Management Data Base**

**To be used to record  
all incidents and actions**

**DRAFT**

DRAFT

# **Appendix I**

## **Unexplained Absence**

DRAFT

DRAFT

**Target Score  
out of 100**

**Total Score  
out of 100**

|          |   |
|----------|---|
| <b>5</b> | <i>Student has achieved a level warranting the release from this form</i> |
| <b>4</b> | <i>Good</i>   |
| <b>3</b> | <i>Acceptable</i>   |
| <b>2</b> | <i>Poor</i>   |
| <b>1</b> | <i>The Monitoring forms are having NO effect on the student.</i>          |

| / / 06      |                     | YLC     |           | Parent            |          | Score           |         |
|-------------|---------------------|---------|-----------|-------------------|----------|-----------------|---------|
| Subject     | On Time & Organized | Uniform | Behaviour | Industry in Class | Homework | Score out of 5  | Initial |
| <b>Form</b> |                     |         |           |                   |          | <b>No Score</b> |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |

| / / 06      |                     | YLC     |           | Parent            |          | Score           |         |
|-------------|---------------------|---------|-----------|-------------------|----------|-----------------|---------|
| Subject     | On Time & Organized | Uniform | Behaviour | Industry in Class | Homework | Score out of 5  | Initial |
| <b>Form</b> |                     |         |           |                   |          | <b>No Score</b> |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |

| / / 06      |                     | YLC     |           | Parent            |          | Score           |         |
|-------------|---------------------|---------|-----------|-------------------|----------|-----------------|---------|
| Subject     | On Time & Organized | Uniform | Behaviour | Industry in Class | Homework | Score out of 5  | Initial |
| <b>Form</b> |                     |         |           |                   |          | <b>No Score</b> |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |

| / / 06      |                     | YLC     |           | Parent            |          | Score           |         |
|-------------|---------------------|---------|-----------|-------------------|----------|-----------------|---------|
| Subject     | On Time & Organized | Uniform | Behaviour | Industry in Class | Homework | Score out of 5  | Initial |
| <b>Form</b> |                     |         |           |                   |          | <b>No Score</b> |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |

| / / 06      |                     | YLC     |           | Parent            |          | Score           |         |
|-------------|---------------------|---------|-----------|-------------------|----------|-----------------|---------|
| Subject     | On Time & Organized | Uniform | Behaviour | Industry in Class | Homework | Score out of 5  | Initial |
| <b>Form</b> |                     |         |           |                   |          | <b>No Score</b> |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |
|             |                     |         |           |                   |          |                 |         |

**Procedure for the Completion of Student Monitoring Form**

The holder of this form has been placed on a monitoring program by the Year Level Coordinator for inappropriate behaviour(s).

To complete the form, the following steps must be undertaken:

1. The student meets with the Year Level Coordinator to discuss the inappropriate behaviour(s).
2. The student is then informed about the process.
3. If the YLC deems it appropriate, the student and YLC agree to an appropriate score out of 100.
4. The student starts presenting the form to their teachers for every lesson for the determined period of time.
5. The classroom teacher fills out the form (including the score if required).
6. At the end of each day the student is required to obtain a Parent or Guardian signature.
7. On completion of the specified time period, the YLC determines if the student's behaviour has been of a satisfactory standard to release them from the monitoring process, or if the student needs to continue to be monitored for another determined period of time.

Ms Nikki Tones      3406 2213    Nikki.Tones@internal.brisbaneshs.eq.edu.au  
 Mr Andrew Service    3406 2213    Andrew.Service@internal.brisbaneshs.eq.edu.au  
 Mr Wayne Best      3406 2213    Wayne.Best@internal.brisbaneshs.eq.edu.au  
 Mr Liam Herbert      3406 2224    Liam.Herbert@internal.brisbaneshs.eq.edu.au  
 Mr Tony Dosen      3406 2224    Tony.Dosen@internal.brisbaneshs.eq.edu.au

**Monitoring Form**  
 Year 12 Coordinator

|                          |  |
|--------------------------|--|
| <b>Student Name</b>      |  |
| <b>Student Number</b>    |  |
| <b>YLC Signature</b>     |  |
| <b>Student Signature</b> |  |
| <b>Date Started</b>      |  |
| <b>Date Completed</b>    |  |
| <b>Number of Forms</b>   |  |

| <b>Parent / Guardian</b> | <b>Parent / Guardian</b> |
|--------------------------|--------------------------|
| Name<br><i>(mother)</i>  | Name<br><i>(father)</i>  |
| Mobile                   | Mobile                   |
| Work                     | Work                     |
| Home                     | Home                     |
| Email                    | Email                    |
| Home Address             | Home Address             |

## Unexplained Absence

Year 8 Coordinator

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

Dear Teachers,

The student listed believes he / she was at school on

\_\_\_\_\_ the \_\_\_\_\_ of \_\_\_\_\_  
(Day) (Date) (Month)

Could you please verify with your records if they were or were not in your class on the day / lesson given above.

| Period | Teacher | In Class | Not In Class | Teachers Signature | Additional Comments |
|--------|---------|----------|--------------|--------------------|---------------------|
| 1      |         |          |              |                    |                     |
| 2      |         |          |              |                    |                     |
| 3      |         |          |              |                    |                     |
| 4      |         |          |              |                    |                     |
| 5      |         |          |              |                    |                     |

Student to return form to Ms Tones in A-Block when complete.

## Unexplained Absence

Year 8 Coordinator

Student Name: \_\_\_\_\_ Form: \_\_\_\_\_

Dear Teachers,

The student listed believes he / she was at school on

\_\_\_\_\_ the \_\_\_\_\_ of \_\_\_\_\_  
(Day) (Date) (Month)

Could you please verify with your records if they were or were not in your class on the day / lesson given above.

| Period | Teacher | In Class | Not In Class | Teachers Signature | Additional Comments |
|--------|---------|----------|--------------|--------------------|---------------------|
| 1      |         |          |              |                    |                     |
| 2      |         |          |              |                    |                     |
| 3      |         |          |              |                    |                     |
| 4      |         |          |              |                    |                     |
| 5      |         |          |              |                    |                     |

Student to return form to Ms Tones in A-Block when complete.

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## MARKING THE ROLL

As the roll is a legal document, it must be marked on a daily basis and be accurate.

Student absences should be indicated with an 'a' and students present a tick should be made. Teachers should visually see all students who are marked present. Students who arrive after the roll has been marked but who are seen by the teacher, should have their presence indicated by a tick.

Rolls should be returned to the collection point in A or M block immediately at the conclusion of form. It is preferred that the rolls are returned by the teacher, however if this is not possible a trusted student (roll monitor) may be assigned the task. Rolls should not be left on desks, in staffrooms or taken home.

## ABSENCES

All absences are marked in the roll with an 'a'. Student should be encouraged to bring a note in the next school day to explain the absence. When the note is given to the form teacher, the 'a' in the roll for that absence is circled. The note is placed in the roll and the attendance personnel will remove this and note it in the student's record. This absence is now explained.

## UNEXPLAINED ABSENCES

When a student fails to bring a note to explain their absence, it is recorded as unexplained. It is the responsibility of the form teacher to remind students of the unexplained absence and try, to the best of their ability, to get the student to bring a note. Detentions, writing out of lines or litter duty may be useful ways of getting a student to bring a note. Form teachers can ring up home to follow up an absence if it is required. Phone numbers can be accessed from either of the attendance personnel. The form teacher must keep a record of what actions they have undertaken to get a note from a student.

Periodically, a list of unexplained absences will be given via the roll to form teachers. Form teachers need to keep this list intact and use this as a means of chasing up unexplained absences. The list is not to be cut up and given to students. Students need to record their unexplained absence dates in their diaries (under teacher supervision) and this maintains a student record of this information. When an unexplained absence is explained, the note should be placed in the roll and the student's name crossed off the teacher's master list.

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## MARKING THE ROLL

As the roll is a legal document, it must be marked on a daily basis and be accurate.

Student absences should be indicated with an 'a' and students present a tick should be made. Teachers should visually see all students who are marked present. Students who arrive after the roll has been marked but who are seen by the teacher, should have their presence indicated by a tick.

Rolls should be returned to the collection point in A or M block immediately at the conclusion of form. It is preferred that the rolls are returned by the teacher, however if this is not possible a trusted student (roll monitor) may be assigned the task. Rolls should not be left on desks, in staffrooms or taken home.

## ABSENCES

All absences are marked in the roll with an 'a'. Student should be encouraged to bring a note in the next school day to explain the absence. When the note is given to the form teacher, the 'a' in the roll for that absence is circled. The note is placed in the roll and the attendance personnel will remove this and note it in the student's record. This absence is now explained.

## UNEXPLAINED ABSENCES

When a student fails to bring a note to explain their absence, it is recorded as unexplained. It is the responsibility of the form teacher to remind students of the unexplained absence and try, to the best of their ability, to get the student to bring a note. Detentions, writing out of lines or litter duty may be useful ways of getting a student to bring a note. Form teachers can ring up home to follow up an absence if it is required. Phone numbers can be accessed from either of the attendance personnel. The form teacher must keep a record of what actions they have undertaken to get a note from a student.

Periodically, a list of unexplained absences will be given via the roll to form teachers. Form teachers need to keep this list intact and use this as a means of chasing up unexplained absences. The list is not to be cut up and given to students. Students need to record their unexplained absence dates in their diaries (under teacher supervision) and this maintains a student record of this information. When an unexplained absence is explained, the note should be placed in the roll and the student's name crossed off the teacher's master list.

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