Attendance Flowchart

ROLL BOOKS FILLED OUT AND SENT TO OFFICE

ATTENDANCE DATA ENTERED INTO EDSAS

Any unexplained absence requires a note home to parents in diaries/communication books, asking for an explanation. Teachers record actions.

Reason for absence provided

No reason provided

Teacher records reason in roll book along with a copy of the note explaining the absence

Remains 'unexplained'

EDSAS updated to reflect the reason

Three or more 'unexplained' absences the classroom teacher will phone family and this action is recorded in EDSAS

No response or explanation given and if 10 unexplained absences in a term occur OR other concerning patterns of absences, the teacher alerts the Principal who first contacts the family and then contacts the Department Attendance Officer.