LSS Attendance Flow Chart

**Attendance Strategy**

Admin monitors weekly attendance and printout provided to class teacher’s (DP)

More than 2 days unexplained absences in a week office sends letter home

- Explained no further action (Acceptable reasons medical certificate or funeral)
  - Student returns **no further action**. Continue to monitor attendance.

- Unexplained continued absence in following week, teacher does home visit to hand deliver a further letter (teacher records home visit in register)
  - Continued unexplained absence home visit by admin with a final letter indicating matter being referred to attendance team (Lockhart River shire council, state school, justice group and police)

Record in One School

Complete SP4 (RATSICC, Family together)

Continued unexplained absence parent and child appear before justice group.

- Fine
- Centerlink Referral
- Magistrate