

Flow Chart for Lateness and Truancy (Full and Partial Period)

Level 1 Intervention

Teachers and Administration staff record attendance on electronic rolls
Administration staff email/sms parents for absence from morning roll call and lateness to school (late students must sign in at the front office)
Parents can access the Parent Portal to monitor attendance including lateness and truancy.

Where there has been no evidence of approved reason provided by the parent/student for lateness or absence (including to school and class) the incident is recorded as Whole Period or Partial Period Truancy.

At least 3 interventions will be implemented. Level 1 interventions include:

- Verbal reminders
- Verbal warnings
- Meetings with the student
- Lunch detention
- Parent contact

Note: Students are expected to follow school procedures and are responsible for ensuring they attend meetings or detentions as required by teachers as a result of truancy. Failure to do so will result in students moving to the next level of intervention.



Level 2 Intervention

Students who move from Level 1 to Level 2 Intervention will be referred to a Head Teacher for follow up action.

At least 3 interventions will be implemented. Level 2 interventions include:

- Interview student
- Faculty lunch detention
- Contact parents
- Faculty Monitoring Card
- After school detention

Note: Students are expected to follow school procedures and are responsible for ensuring they attend detentions. Failure to do so will result in students moving to the next level of intervention. EG: If a student does not attend a faculty lunch detention then they will be issued with an after school detention



Level 3 Intervention

Students who move from Level 2 to Level 3 Intervention will be referred to the Deputy Principal for follow up action.

At least 3 interventions will be implemented. Level 3 interventions include:

- Interview student
- Parent interview
- After school detention
- Monitoring Card
- Formal Caution
- Suspension

In addition to the 3 levels of interventions, students who do not submit course work due to absence can have letters sent home. This includes N-Warning letters for NESA Records of Student Achievement and Higher School Certificate. N-warnings can lead to N-Determinations due to the requirements of a credential not being met. In extreme cases, non-serious students who persistently truant and do not submit course work will not be able complete school.