



Bletchley Park
P R I M A R Y

Attendance Process

Effective: June 2022

Version: 2.4

Review Date: 21st June 2023



Attendance Process

1. Attendance must be entered onto Integris daily by 8:45 am. Message You SMS being delivered to parents of absent students. Please read attached guide for attendance codes to use on Integris.
2. Message You SMS will go out once per day at 9:30am, parents are directed to respond to the text message. This response is then entered on Integris by office staff.
3. There must be a reasonable explanation provided by the student/parent for a late arrival.
4. Parents must provide the school with a reasonable explanation for being absent e.g. doctors certificate.
5. If a student is absent regularly or for an extended period of time, the teacher must contact the parents to express concern and let the attendance coordinator know. The student's attendance will be closely monitored.
6. If the absences continue with or without adequate explanation the attendance coordinator will meet with the teacher and parents to develop an attendance plan in order to re-establish satisfactory attendance. The school psychologist may be involved in the plan and parents will be asked to sign the plan/agreement.
7. The Student Attendance Reporting (SAR) tool will be updated as per Department compliance with legislative, regulatory and audit requirements.
8. If these measures are deemed unsuccessful, the school may refer the student to the Attendance Panel.
9. Letters of Concern will be sent each term to parents of students who have an attendance rate of 85% or below.
10. Letters of unexplained absences will be sent out on a regular basis. These are to be returned to the front office and entered onto Integris by office staff.
11. Parents to inform the school in writing regarding planned vacations during the school term.

Code	Description	Notes	Example
/	present	Student present at school	
E	educational activity	Student involved in educational program offsite	PEAC
M	medical bay	Student is at school but is sick in the medical bay	
L	late	Student is late (up until 9:30am)	
R	reasonable cause	Reasonable explanation of absence has been received	appointment
C	cultural absence	Student absent. Principal has authorised due to religious or family significance	
N	notified as sick	Student absent. Confirmation of illness from parent	
V	vacation	Student absent. Principal approved through negotiation with parents	
K	Unauthorised vacation	Student absent without approval	In-term holidays
X	Unacceptable reason	Student absent. Unacceptable reason decided by Principal	
U	Absence – cause not established	Student absent – no reason established	