

## Truancy Policies and Procedures

### ***Policies:***

- Students who are not present in class, and, whose names do not appear on the absentee sheet are deemed fractional truants.
- Teachers who have taken students out of their normal scheduled classes on other activities are asked to check lists of students.

### ***Procedures:***

- Teachers record the truancy each day on the bottom of the absentee sheet.
- If no explanation for truancy can be found, the matter is reported to the Principal.
- The Principal collates on a term Spread Sheet the period/s of the truancy for each student.
- The student reports daily to the Principal and has the opportunity to discuss issues surrounding attendance problems.
- A letter is sent to the guardian/parent regarding the truancy issue. The guardian / parent is welcome to attend an interview to discuss issues.
- The student is then supervised by the Principal and records are kept regarding reporting and daily attendance.

If the student fails to improve in a reasonable time, shows an unwillingness to work in the system, or continues to be truant, the student will be interviewed. Then a guardian / parent interview may be organised.

All students are required to attend school and students are aware of their individual responsibilities as well as their responsibilities to meet course requirements.