



# St Anne's Catholic School

## ATTENDANCE TIMELINE (STAR)

Prior to this process a text is sent out the first day the student is absent and every other absent day after that. If there is notification from caregivers this process will not happen.

Attendance status is checked daily in the morning, each student is monitored to see how long they have been away.

AP will keep note of any students falling below 80% attendance. AP will contact caregivers informing them of the attendance percentage and hold discussions regarding how to support an increase in attendance.

Absent  
for 3  
days

### No notification

Teacher emails the family.  
If no response Team Leader can ring family.

Absent  
for 5  
days

### No notification

Team Leader informs AP's (Year 0-4 or Year 5-8). AP's investigates further by calling, emailing and texting the family for information.

Absent  
for  
more  
than 7  
days

### No notification

Referral is made via MOE to EWiS (Engagement Worker in School) who will commence truancy process

Absent  
for 20  
half  
days

### No notification

Student is 'netted' MOE are notified and will follow up with the caregivers