

FEBRUARY 2025

Attendance Overview and Tiered Intervention Process

Bagdad Primary School

Overview

At Bagdad Primary School we believe that each and every day at school is important for our students because every day a student does not attend school can have a negative impact on their learning.

There is a need for positive discussions between schools and parents to ensure challenges relating to school attendance can be addressed in a collaborative manner. Principals, parents, teachers, School Social Workers and School Support and Wellbeing Teams all play a role in accurately recording and understanding school attendance and in developing and using strategies to support students who have repeated absences.

Repeated failure to attend school can be an indication that a student is experiencing abuse, neglect or other safety and wellbeing concerns.

Tiered Intervention

At Bagdad Primary School we use a 3-tiered intervention approach to support our students and families with attendance. This approach involves a consistent and support approach to support students and families to attend school regularly. Please see the Attendance Tiered Intervention Flow Chart for a detailed description of our school processes.

Attendance Communication

Administration Staff

When responding to an attendance phone call administration staff will remain impartial to information parents are providing. It is not their role to question the information parents are providing. In addition, when reminding parents about the requirements of DECYP attendance policy keep to the information outlined in the Bagdad Primary School Attendance Tiered Intervention Flow Chart and related DECYP supporting documentation.

Class Teacher

If teachers have not seen a student for a number of days, they will reach out to the family as a courtesy to see how they are (wellbeing check in). This might be a phone call home or a simple message through Seesaw. Any information provided by families regarding reason for a student being away will need to be redirected to the office. Student and family supports are to be directed to the principal.

Senior Staff and Social Worker

Senior staff and the school social worker will contact and support families when the attendance of a student becomes a concern based on the 3-tiered approach to supporting attendance. Senior staff will keep teachers and administration staff informed of updates or supports put in place.

Supporting Documents

- [School attendance and absences](#) (Parent Information)
- [Information for Parents on Compulsory Conciliation](#) (Parent Information)
- [DECYP Attendance Support and Resources Intranet Site](#) (Staff Only)
- [DECYP Approach to Student Engagement](#)
- [DECYP Attendance Policy](#)
- [DECYP Attendance Procedure](#)

Bagdad Primary School - Attendance Tiered Intervention Process

Tier 1

- All teachers record class attendance by 9:30 daily. Attendance reminders sent out via SMS to parents at 9:30am each day.
- Daily Attendance Report sent out to all staff via email daily by 10:30am.
- Teachers, Admin Staff, Principal and Social Worker to monitor attendance alerts and daily attendance reports.
- AST to call families prior to DECYP Generated 5 day letter being issued. Conversation recorded in SSS. Notes to be made relating to sickness, supports needed or family issues e.g. can't get into a doctor or afford to go to a doctor.

Tier 2

- Principal, Social Worker and relevant staff to discuss attendance alerts or concerns each week.
- Principal and Social Worker to contact families with attendance alerts for students with 10 and 15 day attendance concerns.
- School to offer supports to engage students/families in school support structures to improve student attendance.
- Monitor supports for students who have been issued a 15 day letter.
- If there is a valid reason for a student missing a number of days at school such as family support worker involvement or sickness supported by medical certificate this may avoid the need for possible tier 3 intervention. Needs constant monitoring.

Tier 3

- If students families not contactable after multiple attempts or attendance issues persist one or more of the following interventions might be required:
- School Care Team Meeting
- Refer to ARL (Advice Referral Line) if not already referred.
- Interagency Support Referral
- Engage in conciliation conference if required.
- Referral for a Family Support Worker (Social Worker to organise)
- Home visits (2 staff members to attend)