
Macleans College - POLICIES & DIRECTIVES

SECTION NO: **1000**

POLICY NO: **1013**

ISSUE DATE: 15/05/07

TITLE: **STUDENT ROUTINES**

ISSUE NO: 3

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Truancy Policy

RATIONALE:

To ensure students attend school as required under the Education Act. Research shows that poor attendance is the first indicator of students who may later have problems conforming to the rules of society.

PURPOSES:

- 1 To comply with Education Act requirements.
- 2 To identify students who have problems with attendance.
- 3 To counsel students who have problems with attendance.

PROCEDURES:

- 1 House leaders deal with truancy in consultation with the guidance counsellor and other senior staff.
- 2 Any suspicious absence should be referred to the appropriate house leader.
- 3 When a truant is identified the following occurs:
 - a) The student is interviewed by the appropriate house leader.
 - b) The student's parents are notified of the details.
 - c) The staff are advised of the truancy.
 - d) Discipline is set: see the Macleans College discipline and pastoral care plan in the staff handbook.
 - e) Follow up counselling is organised.
- 4 At the beginning of the year a list is prepared by house leaders of students who have come to their attention with attendance problems. This is made available to form teachers.
- 5 In the event of truancy continuing, the parents will be contacted to meet with staff. Consideration will be given to involving outside agencies, eg. Resource Teacher Learning and Behaviour (RTL B) and / or truancy officers.

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OTHER RELEVANT DOCUMENTATION:

- House Leaders Manual
- Staff Handbook