**Same day student absence notification – checklist for principals**

## *Building community awareness*

* Provide clear and regular messages to the school community about the importance of:
* notifying the school when a child is going to be absent and how this should happen (e.g. attendance line, email, text or written note)
* having current parent/carer and emergency contact details lodged at the school
* Have effective and efficient processes to regularly confirm that parent/carer and emergency contact details are current and record these details in OneSchool
* Inform the school community about same day student absence notification and how the school will alert parents/carers

## *Independent students and students in out-of-home-care (OOHC)*

* Identify all independent students and students in OOHC
* Ensure contact details for independent students and students in OOHC are accurate, including emergency contact details for independent students and child safety officer contact details for students in OOHC
* Have a process to maintain the accuracy of student information

## *Roll marking process*

* Have a clearly articulated roll marking process that covers:
* when rolls are to be marked
* the correct way to mark rolls (i.e. visual and verbal confirmation)
* who is to mark rolls
* who a class teacher contacts if they are having difficulty marking rolls
* the process for how conflicting attendance/absence data is to be resolved
* how student suspensions are entered into OneSchool and captured in absence information
* processes for late arrival and/or staggered start times
* Clearly identify and communicate the roles and responsibilities of all staff involved in the roll marking process
* Provide clear ongoing messages to staff about the importance of effective roll marking

## *Notification process*

* Have a clearly articulated same day notification process that covers:
* how the daily list of students who have an unexplained absence will be created
* what other sources of absence data (e.g. notes, phone messages) will be checked, by whom and by what time
* who is responsible for the notifications process
* how notifications will be made (e.g. SMS, email, phone call)
* when the notifications are likely to be made (e.g. as soon as practicable)
* who is responsible for recording evidence of notifications in OneSchool
* how, where and by whom parent/carer responses will be recorded
* contingency plans in the event that usual processes cannot be followed
* how to ensure notifications have been successfully sent (e.g. checking transmission reports if using an external electronic attendance management or text messaging system)
* Clearly identify and communicate the roles and responsibilities of all staff involved in the notification process

## *Follow-up process*

* Have a clearly articulated follow-up process – in the event that the school does not receive a response from the parent/carer to the notification – that covers:
* who is responsible for the follow-up process
* when follow up will start (e.g. on the day following the notification)
* how follow up will occur ( e.g. SMS, email, phone call, use of emergency contact, home visit, letter)
* what should happen as soon as student protection concerns are raised
* how follow-up may need to escalate
* when follow-up will cease
* who is responsible for recording evidence of follow-up in OneSchool
* Clearly identify and communicate the roles and responsibilities of all staff involved in the follow-up process

## *Staff*

* Include information about same day notification in staff induction, including for temporary and casual staff
* Provide staff with ongoing support and training