

Pompallier Catholic School Truancy Procedure

I run to you lord for protection. Don't disappoint me. You do what is right, so come to my rescue. Listen to my prayer and keep me safe Psalm 71

- When children are enrolled at school, enrolment details are to be entered on the enrolment form and filed in classroom order..
- Information from the enrolment form is to be used by the class teacher to enter the child's name and details on to their class register. The School Administrator will enter students details on to the student management system enrol and admission register.
- Class registers are to be marked as set out in School Organisation folder.
- The Principal is to be notified immediately if children who have come to school in the morning, leave school or cannot be found.
- Children who have failed to attend school without reasonable excuse, or have been absent for three continuous school days, or whose absences have been one or more days every week or patterns of several days absence shall be referred to the Principal for action. Parents are to be fully advised of instances of truancy by their children and the consequences.
- Accurate written records of absences, telephone calls, home visits, letters sent and explanations given (*including time, date, and place*) must be kept by those involved.
- The Truancy Officer will be involved through the Principal.
- Where any child has failed to attend school without reasonable excuse, and required interventions have failed to ensure a return to school attendance, or the absences have been continuous for 15 school days, or one or more days a week, or patterns of several days absence which persist for a school term, the truant will be referred to the Truancy Officer. Any child who has not attended school for twenty school days without written reason will be withdrawn from the school register. The Truancy Officer will be notified of this action.