



# Hughenden State School Parent Communication and Student Absence Policy

This policy stipulates the expectations and common understandings when communicating with parents, contact recording responsibilities and managing individual student absence.

## Points 1 to 4 define contact, mode, and frequency

1. The term **“Contact”** is defined as; “the most preferred mode, as requested by an individual, by which they prefer to be communicated with” this can include but is not limited to, written messages, text messages, phone calls, face to face meetings, emails, home visits, and other means as required or requested
2. The Individuals’ **“preferred mode”** is to be utilised in the first instance, however, other modes must also be attempted in conjunction with the initial contact to maximise the potential for communication to occur. When communication has been attempted but no contact made follow up attempts must happen until actual contact has occurred
3. **One School** must be used to record attempted and established contact regardless of the mode
4. **Frequency of contact**, in the first instance, will be determined by adherence to the following
  - a. The Parent Communication and Student Absence Policy
  - b. The Recording Student Behaviour Policy

### And then on

- c. A case by case basis

## Points 5 to 11 outline the process when managing student absence

5. The [Managing Student Absence and Enforcing Enrolment and Attendance at State Schools](#) and [Roll Marking in State Schools](#) procedures have been updated all staff must ensure that they have familiarised themselves with these procedures.
6. **Primary Classroom Teachers** will mark the roll at the commencement of the first and third periods (or the first teaching period with the class whichever occurs from 9.00am and the next teaching period which occurs from 12.15pm). **Primary Classroom Teachers** will advise specialist teachers of any daily absences prior to, or at the handover of, their class on the day that a specialist lesson occurs. **Specialist Teachers** teaching a primary class **will ensure** that they maintain a paper copy of their primary subject roll class for both assessment and reporting purposes and for monitoring unexplained absences. **Secondary Form, and Subject Teachers** will ensure that electronic rolls are marked daily at the commencement of each form and subject period with absences clearly recorded and any unexplained absence advised to Admin immediately.
7. **Classroom, Form and Subject Teachers are to manage the recording** of and adjustment to the roll when an unexplained absence is later notified as an explained absence (unless already completed by admin). This can occur when Classroom, Form or Subject Teachers receive advice from either the office, parents/ guardians or both.
8. **Classroom / Form Teachers** will initiate parental / carer contact when a student has been absent and record this contact in One School
9. **Detailed explanations** of the reason/s why a student was absent **are not required**, however, confirmation that the parent/guardian is aware of the absence and a reason for it has been given **is imperative**. Once advice has been received regarding an unexplained absence **point 6 above** must be followed.
10. **The Classroom / Form Teacher** must consult with the principal to discuss appropriate interventions and supports for the student and family in cases where multiple attempts to communicate with parents have failed or absenteeism continues
11. **When initiating contact** for any reason 1-4 above must be followed