Late to Class and Truancy Procedure

Overview
To ensure a consistent approach is taken to follow up late and truanting students.

Scope
This procedure applies to all Whyalla Secondary College students.

Detail
If a student who was present at school (on the current day) and is not in class, the teacher is to notify Student Services immediately. Student Services will check common areas, Centacare/Interoception, library and music timetables etc. If the student is not located, information is added to the truancy record spreadsheet, noting the time. Behaviour leader on duty is notified to begin searching the College. The following then applies:

High Risk Student Exercise judgement after 10 minutes	**Teacher** will notify student services that the student is not in class and that they are unaccounted for. **Student Services** will: • inform the **wellbeing leader/s** who escalates tracking the missing student • advise **all staff** by email (photo attached) to 'look out' and advise if the student is sighted • attempt to phone parent / caregiver if first two steps are unsuccessful **All staff** continue to 'look out' and advise student services if the student is sighted. **All staff** are notified by email from **student services** if and when the student is located. *Please note:* The list of STUDENTS IDENTIFIED AS HIGH RISK with brief details, and a photo will be: • updated in Daymap (Colour code next to name) • available in the Teams files • made explicit in relief teacher notes
Late to class Student arrives but they are late Up to 20 minutes late for class More than 20 minutes, follow truancy process below.	**Teacher** will: • notify **student services** that student has not arrived to class and has been unaccounted for. **Student services** will: • Add to **truancy spreadsheet** and phone leader on duty When the student arrives in class **teacher** will: • notify student services that they have now arrived. Student services will pass this information on to leader on duty • update class roll as 'L- late for class' • create a behaviour record on Daymap • arrange make up time by keeping the student in at a break (detention, community service) For repeated instances **teacher** to notify parents, issue consequence, create a Daymap behaviour record and seek leadership support if students refusing to complete consequences set by teacher.

Leaves class Student leaves during the lesson without permission	**Teacher** will: • notify **student services** that a student has left class and is unaccounted for. **Student services** will: • assess the situation. If student is identified as high-risk – refer above • add to **truancy spreadsheet** and phone leader on duty
	If the student returns to class **teacher** will: • notify student services that they have returned. • create a behaviour record on Daymap • arrange make up time by keeping the student in at a break (detention, community service) • If the student has been unaccounted for 20 minutes or more, update class roll as 'LTR- left, truant, returned' • Refer to leadership for behaviour follow up. **Student services** will: pass this information on to leader on duty that the student has returned. If the student remains unaccounted for, after 20 minutes or more, and does not return to class, follow the truancy process below. For repeated instances **teacher** to notify parents, issue consequence, create a Daymap behaviour record and seek leadership support if students refusing to complete consequences set by teacher.
Truancy Student does not arrive to class or has been unaccounted for, for 20 minutes or more	**Teacher** will: • notify **student services** that 20 minutes has passed and they have not arrived or returned and have been unseen. • mark the roll using 'N- truancy' code. **Student services** will: • send a text to the parent / caregiver advising student missing, whereabouts unknown. • enrol the student in a Lunchtime Detention (Monday, Wednesday, Friday). • enter Truancy Record on Daymap. **Truancy support services:** • Create a detention card per student and distributed each afternoon to all year level student's services. • Cards will be issued during care group. • Senior school students: student services will issue. • If students miss detention enrol them in: o Re-scheduled detention if absence is explained.

	o Community service for first instance of refusing to complete consequence (Tuesday, Thursday). **Leadership:** • Behaviour process followed if students refuse to complete community service and truant (take-home, suspension). Repeat for subsequent incidents. Maximum of one detention given per day, even if truant more than once in a day. Still adds as a truancy record on Daymap. If student reaches 5 truancy records (unseen for 20 minutes or more) in a period of 10 school days, then a 3-day external suspension is issued. Reconnection Meeting will address behaviour.

*PLEASE NOTE: For all scenarios above, if the student arrives to class, teachers advise Student Services as soon as possible.

Role	Responsibilities
Teachers	• Notify Student Services of missing students • Notify Student Services if students later arrive to class • Report immediately to student services if you know the location of a missing high-risk student • Arrange make up time and detentions for late students • Enter Daymap behaviour records for 'late to class', 'left class' for less than 20 minutes • Mark roll with codes: L, #LTR, N Refer subsequent incidents of truancy to leadership for further follow up
Student Services	• Add missing students to behaviour spreadsheet and notify leader on duty • Advise staff by email of missing high-risk students • Text and phone parents/ care givers of high-risk students who cannot be located • Text parents after 20minutes to notify whereabouts unknown • Add students to 1x detentions on Daymap when SMS is sent • Add a Truancy Daymap Record
Truancy Support Services	• From detention list, issue a detention card per student and distributed each afternoon to all year level student's services. • Re-scheduled detention if absence is explained and enrol to detention list • Schedule students into community service from list for first instance of refusing to complete consequence (Tuesday, Thursday) and issue a community service card per student and distributed each afternoon to all year level student's services.
Wellbeing Team Leader	• Identify High Risk Students and inform all staff, create Daymap record etc • Search for missing High Risk students when required
Behaviour Duty Leader	• Try to locate missing students and return them to class • Enact behaviour consequences as required i.e.: suspension

Operational Information for Administration Staff

Recording in Truancy Spreadsheet

Enter the information received by the teacher into the truancy spreadsheet. This is located in the Leadership Team as a separate tab in the behaviour follow up spreadsheet. An example is listed below.

Date	Time Reported	Teach	Year	Student	Class Location	High Priority	HP Email Sent to staff	HP Parent notified	Time If Returned/ Comment	SMS sent to parent	SMS Send Time	2x Detentions Allocated	Entered Truant Record on Daymap
12-Aug	1:00:00 PM	PUR	7		4.G.20	-	No	-	1:50	Yes	13:40	Yes	Yes
12-Aug	9:50:00 AM	PUR	7		3.2.04	-	No	-	Has Not Returned	Yes	11:00	Yes	Yes
12-Aug	12:00:00 PM	PUR	10		4.1.31	-	No	-	12:15:00 PM returned	-	-	-	
13-Aug	2:20:00 PM	DPI	11		4.G.16	Yes	Yes	Yes	PUR emailed - in 3.G.15. Located				

Email for high priority students' script

Highly Vulnerable Mental Health and Wellbeing Student List

Student Name	Year Level	Student Photo	Additional Information
			Modified timetable
			Where they may go – possible location
			Support people

Email for missing high priority student

Subject: (Student initials) Missing

Email content: (Student name) is missing from class. If you have eyes on them please phone/ email me asap. *Insert student information copied from the above list.

How to access and send SMS truancy message

1. Messaging
2. School inbox
3. Add new
4. SMS to selected people
5. If you know the parent name, select it in send to:
6. Paste or type in message

(student name) has been unaccounted for from class for 20 minutes or more. They have not been located and their whereabouts is unknown. Please try and contact them and have them report to their student services. As a result, they have been assigned to one lunch time detention for truancy.

7. Click send

How to add Truancy Daymap Record

1. Search student
2. Click on Records down the left
3. Click +New
4. Select Truancy

Truancy
Visible to Parents and Students

Date and time SMS sent: 16/08/2022 10:49

New Record

How to add students to Detention on Daymap

1. Search the student
2. Right-click on the blue hyperlinked student id number
3. Select Schedule Detention

Adding a Student to a Detention

Students are added to a detention using the right-click menu. Anywhere this is available, you will have the option for **Schedule Detention.**

This will open the detention record where you will add the reason for the detention; click **Save** after adding the information.

Schedule Detention

Predefined Reasons	Behaviour
Reason Assigned	
Assigned By	
Absence Count	
Rescheduled From	
Rescheduled To	

New Record

Select **Schedule** after saving to view the calendar and select from upcoming detentions.

Use the arrow to view the next week if required. Click on the required session to add a student. You will be prompted to confirm adding the student to the detention, click OK.

If the student is already in this detention, you will be notified of this and can choose another time slot.

Marking Scheduled Detentions

The teacher in charge of the detention will have it on their Day Plan, both in Timetable View and Feed View.

After clicking on the scheduled detention, they will have the option to mark the student as **Attended** or **Absent**, as well as **Reschedule** them if required.

Attended – this indicates that the student was present for this detention.

Absent – this indicates that the student was absent for this detention.

Reschedule – this option is used to move a student into a different detention or add them to an additional detention if they miss the current one.

When in the state **Scheduled**, the **Reschedule** option will move the student out of that scheduled detention and into another. When **Reschedule** is clicked, it will bring up a calendar where you can select the new detention. A prompt to confirm will appear; click **OK**.

If a student was absent for the detention, they can be rescheduled to a new detention. Once their status has been changed to **Absent**, clicking the **Reschedule** button will add them to another scheduled detention.

After clicking **Reschedule**, a calendar will appear where the staff member can choose the new detention. They will be prompted to confirm; click **OK**.

This will leave the student in the original detention as **Absent and Rescheduled** while also adding them to a new detention as **Scheduled**.

When the record for the new detention is opened, it will show an **Absence Count** of 1 as the student was absent for 1 detention.

Lunchtime Detention Roster

Monday	Tuesday	Wednesday	Thursday	Friday
B4 Leader	AP 7/8	AP 11/12	AP 9/10	B4 Leader