# same-day notification of unexplained student absences

## checklist for schools

| Step | Activity |
| --- | --- |
| **Promote school attendance as a responsibility of both parents/carers and schools** | Review your *Attendance Policy* to ensure it outlines parents/carers’ obligations to notify the school if their child is absent and schools responsibility to notify parents/carers on the day of an unexplained student absence. Circulate your *Attendance Policy* and promote school attendance as a responsibility of both parents/carers and schools. For further information refer to the [Attendance Policy Template](https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/Pages/home.aspx) |
| **Record daily student attendance** | Make sure you are recording student attendance * Primary and specialist schools record attendance twice per day.
* Secondary schools record student attendance in every class.

***Note -*** *Your Attendance Policy must specify when student attendance must be recorded and by whom.* |
| **Generate list of students with unexplained absences** | After the first student attendance recording each day, identify students with an unexplained absence that require parent/carer notification. Cross-check known student absence information and only identify students with an unexplained absence for parent/carer notification. |
| **Notify appropriate parents/carers** | Notify parents/carers as soon as practicable on the same-day for all students with an unexplained absence. Schools should notify parent/carers in the morning of the unexplained absence to allow time for a response before the end of the school day. An automated messaging solution (SMS) is an effective and efficient way notifying parent/carers. For further information on the functionalities of automated IT platforms see [Software Products Functionality Matrix](https://www.education.vic.gov.au/Documents/school/teachers/studentmanagement/SoftwareProductsFunctionalityMatrix.docx)  |
| **Follow-up (where required)** | At times the parent/carer may not be able to be reached because the school does not have their correct contact details (i.e.: disconnected number, SMS/email failure notification received etc.). In this instance, the school should attempt to make contact with any emergency contact/s nominated on the child’s file held by the school, where possible, on the same day of the unexplained absence. |
| **Record student absence data** | If no excuse is received, record student absences as unexplained in CASE21, eCASES or a third party compatible software.If an explanation is provided, update the attendance data ensuring the accurate cause of the absence is recorded. |