

The Bosco Centre	
Policy:	Procedures for following up absences
Applies to:	College and Independent School
Reviewed:	October 2018
Next Review:	October 2019

Statement

The daily student registers are checked morning and afternoon, and also against the class registers during the day by the Receptionist.

If a student is absent without reason, a telephone call / text message, will be made / sent on the day of absence, by the Receptionist and recorded electronically on 'Phone Calls Home' logs – which will be saved electronically also. It will then be e-mailed to the Principal, and QA Officer.

If there is no reply, a message will be left on the voice mail asking for a return call.

If contact is still not made and the absence continues, then a letter will be sent to the student asking her/him to telephone the College as soon as the letter has been received.

If no contact has been made, or can be made, then a further letter will be sent from the Principal stating that if no contact is made, the student will automatically lose her/his place on the course.