

REFERRAL FORM – FIVE DAYS UNEXPLAINED ABSENCE

FOR PRINCIPALS TO REFER A CHILD TO A SCHOOL ATTENDANCE OFFICER

This form must be legible and completed in blue or black ink.

CHILD AND PARENT DETAILS

CHILD

Full Name:

Other names by which the child may be known:

Date of birth: Gender: M ☐ F ☐

Year Level: Victorian Student Number:

PARENT RESPONSIBLE FOR CHILD

Name:

Street Address: Suburb:

LGA: Postcode:

Phone Number:

Email Address:

Language spoken at home: Translator required? Yes ☐ No ☐

Aboriginal or Torres Strait Islander (ATSI): Yes ☐ No ☐

Out Of Home Care (OOHC): Yes ☐ No ☐

Program for Students with a Disability (PSD): Yes ☐ No ☐

Are there any court orders that relate to the child? If yes, please attach a copy of the relevant orders.

Child Protection Order: Yes ☐ No ☐

Parenting Order: Yes ☐ No ☐

Intervention Order: Yes ☐ No ☐

Relevant information about the **child** that may impact on attendance

(e.g. Medical condition, disability)

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Relevant information about the **parent** that may impact on compliance with attendance requireme

(e.g. Court orders, medical condition, disability, social or cultural factors, geographic location, financial issues)

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REFERRING SCHOOL DETAILS

SCHOOL

Name of School:

Type: Primary ☐ Secondary ☐ Pri/Sec ☐ Language ☐ Special ☐ Other

Sector: Government ☐ Catholic ☐ Independent ☐

Region/Diocese:

Address of school/campus:

PRINCIPAL RESPONSIBLE FOR REFERRAL

Name:

Phone:

Email:

Names and contact details of any school staff with relevant knowledge of the child and the child's circumstances:

Name: Position:

Phone:..... Email:

Name: Position:

Phone:..... Email:

Name: Position:

Phone: Email:

HISTORY OF UNEXCUSED ABSENCES

The child named above has not attended school on the following dates and the family has not provided a reasonable excuse for these absences:

1. / / to (if relevant) / /
2. / / / /
3. / / / /
4. / / / /
5. / / / /

Please record only the 5 most recent dates of absence. Any additional dates/periods can be recorded below.

Further Comments:

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Measure undertaken to improve the student's attendance	Outcome of intervention	Any relevant evidence <i>Please attach</i>

CHECKLIST FOR PRINCIPALS

**Complete prior to referral
to School Attendance
Officer**

MANDATORY REQUIREMENTS

- ☐ The student has been absent from school on not less than five days in the previous 12 months and the parent has not provided a reasonable excuse for these absences.
- ☐ Measures to improve the student's attendance have been undertaken and been unsuccessful, or are inappropriate in the circumstances.
- ☐ A parent responsible for the absences has been identified (a single person to be the addressee of the School Attendance Notice).

RECOMMENDED ACTIONS PRIOR TO REFERRAL

- ☐ It has been confirmed that the child is of compulsory school age and does not have an exemption from attending school.
- ☐ There is evidence to demonstrate the parent has not been meeting their responsibilities under the Act.
- ☐ Intervention strategies have been tried but have not resulted in parental engagement and improvement in school attendance (or engagement in another educational program).
- ☐ I am satisfied that the reasons for the failure to comply with attendance requirements have been fully explored, including any social, cultural, lingual, economic, geographic or learning difficulties.
- ☐ The parent responsible for the child has been provided with opportunities and strategies to improve attendance but this has not resulted in improved attendance.
- ☐ I have ensured that if a Student Support Group has been established for the student, or another support mechanism exists for the student, that the group has been consulted about the particular attendance issue and the measures recommended by this group have been attempted and/or implemented.
- ☐ I have considered the particular circumstances of the student and family in deciding to make a referral, including likely consequences if the parent does not respond adequately to a School Attendance Notice.
- ☐ I have written to the parent in question to advise of the situation and confirm their awareness of the seriousness of the issue.
- ☐ I have attempted to contact the parent in question by telephone to advise of the situation and confirm their awareness of the seriousness of the issue.
- ☐ I am satisfied that requiring the parent to respond to the notice will convey the seriousness of the matter and is likely to elicit an improvement in attendance.

FOR NON-GOVERNMENT PRINCIPALS

- ☐ I have contacted the School Attendance Officer in relation to any concerns I have about disclosing private information in the referral form.
- ☐ Catholic Schools: I have consulted with the relevant Wellbeing personnel at the Catholic Education Office prior to making this referral.

ALL PRINCIPALS PLEASE NOTE:

After making a referral or report, a school **must** continue to record, monitor and follow up the student's attendance in line with normal procedure.

I confirm that the information provided in this form is accurate and understand that it may be used as evidence to support any further action taken by a School Attendance Officer.

Signature:Date:

Name (please print):

Principal, School Name/Campus:

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PLEASE SEND COMPLETED FORMS TO YOUR CLOSEST REGIONAL OFFICE:

[HTTP://WWW.EDUCATION.VIC.GOV.AU/ABOUT/CONTACT/PAGES/REGIONS.ASPX](http://www.education.vic.gov.au/about/contact/pages/regions.aspx)