Dear Jhing & Ethel,

A Happy and Holy Easter to you! Hopefully you enjoyed the Easter Long Weekend and had the chance to catch your breath from the daily grind of everyday life. Our Term is quickly coming to an end however we still have plenty to do before we can rest from the routines of school life.

Lord, the resurrection of Your Son has given us new life and renewed hope. Help us to live as new people in pursuit of the Christian ideal. Grant us wisdom to know what we must do, the will to want to do it, the courage to undertake it, the perseverance to continue to do it, and the strength to complete it. Amen

**Easter Raffle**
Many thanks to all who supported this year’s Easter Raffle with just over $420 being raised. Congratulations to the following winners: Willa Kerin, Tom Kerin, Sara Kiel, Jade Devenish, Phoebe & Belle Englert, Alyce Baker, Judy & Bernard Vaughan, Pastor Family, Brown Family, Harry Flett, Herb Crain, Nicolette Vaughan, Gabriel Bermingham.

**School Photos**
A reminder that school photos will be taken next Thursday 7th April. Students will need to wear their Summer School Uniform for photos. Please remember that orders need to be returned to school prior to photo day.

**Dental Visit**
You are reminded that the Dental Clinic will visit school next Tuesday 5th April. Please ensure notes are returned to school even if your child is not having their teeth checked.

**Christmas Art Workshop**
Sara Kiel, Chayanne Bunning and Amelia Vaughan will attend the Diocesan Christmas Art Workshop at St Laurence’s School Dubbo next Tuesday 5th April. Mrs Brown and I will accompany the students to Dubbo.

**Student of the Week**

Sara Kiel
For her consistent effort in all areas of school life

**Merit Awards**

Congratulations to the following students who received Merit Awards this week.

Primary: Tyrone Antaw, Simon Brown, Dakota Bunning
Infants: Maddie Keady, Charlie Brown, Austin Pastor

**School Absences**

Following is a school flow chart for the management of student absences. This flow chart has been developed by the Catholic Education Office and is being implemented in all schools. This is to ensure we are compliant with the Education Act. The process deals with the number of days absent within a 100-day period (2 Terms).

Kind regards
Glen Brown
Principal
School Flow Chart for the Management of Habitual Non Attendance

This process deals with unexplained and unjustified full day and partial absences that are [not necessarily consecutive] in a 100 day period. This also includes regular absences and explanations provided by parents that are not accepted by the Principal.

5-10 days

- School to follow-up using their own policy and procedures
- This may include contacting parents/carers either by phone/email/letter requesting a meeting to discuss attendance issues

11-20 days

- Phone call to parents/carers on each subsequent day of unexplained/unjustified non attendance
- If not contactable by phone: a registered letter to parents/carers requesting a meeting between school and parents/carers for the development of a School Based Attendance Plan [SBAP]
- Regular monitoring and/or reworking of SBAP needs to occur, this may include re-visiting with all stakeholders

21-30 days

- Daily email/phone call/SMS to parents on each day of non attendance
- Consult with school stakeholders with a view to improving student attendance
- If upon review there has been no improvement in the SBAP, inform the School Consultant and CEO Attendance Team
- Ongoing monitoring of the SBAP is required

Above 30 days - Non Compliance

- Consultation between school and CEO Attendance Team if there is non compliance with the School Based Attendance Plan [SBAP]
- Consultation may include discussions around:
  - Submission of a Community Services report
  - Consultation with outside agencies or other CEO personnel
  - Review of monitoring processes used by the school, with a view to refining the SBAP
  - Future planning options discussed (eg meeting of all stakeholders including CEO) with an action plan formulated

Above 30 days - No Improvement in SBAP

- Formal meeting directed by CEO Attendance Team with parents/carers and school to negotiate a Compulsory Attendance Plan in which Undertakings are determined
- Monitoring of Undertakings
- Review meeting held with stakeholders around compliance with the Undertakings

Above 30 days - No Compliance with Undertakings

- CEO Attendance Team and Principal make arrangements for a second more formal Compulsory Attendance Conference with parents/carers and appropriate stakeholders
- If unsuccessful then referral to the NSW CEC for consideration of legal action [See 16.8 of Policy]

Version 2

In 2016 the CEO Attendance Team members are:
Warren Frew, Darlene Murdoch & Diana Scullard