Government of South Australia
Department for Education

Attendance Flowchart

ROLL FILLED OUT AND SENT TO OFFICE

↓

ATTENDANCE DATA ENTERED INTO EDSAS

↓

Any unexplained absence requires parents to be contacted, asking for an explanation. Teachers record actions.

↓

Reason for absence provided	No reason provided
↓	↓
Teacher records reason in roll along with a copy of the note explaining the absence	Remains 'unexplained'
↓	↓
EDSAS updated to reflect the reason	Class teacher will contact family that day and this action is recorded in EDSAS
	↓
	No response or explanation given, teacher alerts Principal to follow up with families. If ongoing unexplained absences in a term occur OR other concerning patterns of absenteeism, the Principal then contacts the Department Social Worker.