



# Truancy Process for Staff

**Secondary (Year 7 - 12)**

**2025**



## TRUANCY PROCESS FOR STAFF

Purpose – To establish a consistency re: Truancy follow-up and practice across Secondary (7-12)

| Agreed Fundamentals -           |   |
|---------------------------------|---|
| DISCREPANCY REPORTS             | <ul style="list-style-type: none"> <li>• Administration absence officer emails discrepancy reports each day to HOY and DP.</li> <li>• Admin officers check with teachers and notify HOY if teachers say absent and no reason given (<i>signing out, appointment etc</i>)</li> <li>• HOY investigates with student</li> <li>• HOY notifies teacher of truancy</li> </ul>   |
| DISCREPANCY VERIFIED AS TRUANCY | Teacher is to place a behaviour in Oneschool as truancy.  |
| TRUANCY CONSEQUENCE             | <p><b><u>1<sup>st</sup> offence:</u></b> HOY makes contact home and students remains behind after school for 60 minutes – day to be negotiated with parent.</p> <p><b><u>2<sup>nd</sup> offence:</u></b> referral to DP to discuss why student disengaged, HOY contacts home, parents informed that 3<sup>rd</sup> offense will likely result in suspension and ongoing pattern of behaviour may lead to commencement of cancellation process. 60 mins after school.</p> <p><b><u>3<sup>rd</sup> and subsequent offences:</u></b> 3-day suspension, removal from signature programs for 1 month and class attendance monitored for 1 month.</p> |
| SUSPENSION LENGTH               | Each suspension would likely increase in length of suspension. Time between offenses would be at DP discretion  |