

How to use this PDF

Roll your mouse over each point below for more information.

Press the 'Escape' button on your keyboard to exit the full-screen viewing mode.

Click on the large arrows left and right to navigate back and forward.

Click on the 'INFO' button bottom right to return to this information.

Click on the 'OVERVIEW AND PRINT VERSION' button bottom right to view single pages of this flowchart.

Click on the text in the coloured bar bottom left to go to all associated Acts, regulations, policies, guidelines and processes.

Move your cursor around and click on the many interactive elements in this PDF.



A student is absent from school without reasonable explanation. (The parent(s) is to provide a reasonable explanation within three days.)



The principal or nominee is to take all reasonable steps to contact the student's parent(s) to locate the student and restore attendance.



Reasonable steps

- Send letter home to parent(s).
- Phone student's home.
- Visit student's home.
- Call student's emergency contacts.
- Check notifications of transfer.
- Contact student's previous school.
- Speak to relatives or peer group at school.
- Contact outside agencies (if involved).
- Contact attendance staff in the Education Regional Office.
- Contact the Student Tracking Coordinator.
- Other

STUDENTS WHOSE WHEREABOUTS ARE UNKNOWN

DATE
CREATED

May 2017



Government of Western Australia
Department of Education

The student is located.



There is no need to complete an SWU Request Form if a student is located, contactable or whose whereabouts are known.

END



If the student cannot be located using the reasonable steps listed then the principal or nominee is to complete an **SWU Request Form**.



The principal or nominee is to complete the **SWU Request Form** within 15 school days of the student's last day of attendance and forward it to the Student Tracking Coordinator at **Student.Tracking@education.wa.edu.au**



The Student Tracking Coordinator enters the SWU request into the Student Tracking System and notifies the requesting school via email of the student's new enrolment or placement on the SWU List.



The principal or nominee keeps the student on the current enrolment register and records their non-attendance until email notification has been received from the Student Tracking Coordinator.

The requesting principal or nominee moves the student to the former roll as of their last date of attendance once the Student Tracking Coordinator has notified this via email.



Missing students are placed on the SWU List which is distributed monthly to the:

- Association of Independent Schools of Western Australia
Catholic Education Office of Western Australia
- Department of Education Regional Offices
- School Curriculum and Standards Authority
- Department of Education Services
- Department for Child Protection and Family Support
- Department of Corrective Services
Western Australia Police.

END



Act

School Education Act 1999

Regulations

School Education Regulations 2000

Policies

Department of Education Enrolment Policy

Department of Education Student Attendance Policy

Guidelines

Department of Education Students whose Whereabouts are Unknown (SWU) Guidelines and Procedures

STUDENTS WHOSE WHEREABOUTS ARE UNKNOWN (SWU)

A student is absent from school without reasonable explanation. (The parent(s) is to provide a reasonable explanation within three days.)

Act

The principal or nominee is to take all reasonable steps to contact the student's parent(s) to locate the student and restore attendance.

Act

If the student cannot be located using the reasonable steps listed then the principal or nominee is to complete an **SWU Request Form**.

Student Attendance Policy

The principal or nominee is to complete the **SWU Request Form** within 15 school days of the student's last day of attendance and forward it to the Student Tracking Coordinator at Student.Tracking@education.wa.edu.au

Student Attendance Policy

The Student Tracking Coordinator enters the SWU request into the Student Tracking System and notifies the requesting school via email of the student's new enrolment or placement on the SWU List.

Guidelines and procedures

The principal or nominee keeps the student on the current enrolment register and records their non-attendance until email notification has been received from the Student Tracking Coordinator.

Act

The requesting principal or nominee moves the student to the former roll as of their last date of attendance once the Student Tracking Coordinator has notified this via email.

Act

Reasonable steps

- Send letter home to parent(s).
- Phone student's home.
- Visit student's home.
- Call student's emergency contacts.
- Check notifications of transfer.
- Contact student's previous school.
- Speak to relatives or peer group at school.
- Contact outside agencies (if involved).
- Contact attendance staff in the Education Regional Office.
- Contact the Student Tracking Coordinator.
- Other

The student is located.

NO

YES

There is no need to complete an SWU Request Form if a student is located, contactable or whose whereabouts are known.

END

Missing students are placed on the SWU List which is distributed monthly to the:

- Association of Independent Schools of Western Australia
- Catholic Education Office of Western Australia
- Department of Education Regional Offices
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Act	School Education Act 1999
Regulations	School Education Regulations 2000
Policies	Department of Education Enrolment Policy Department of Education Student Attendance Policy
Guidelines	Department of Education Students whose Whereabouts are Unknown (SWU) Guidelines and Procedures



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