

# Same-day Response and Extension to the Same-day Response Flowchart



Melbourne Archdiocese  
Catholic Schools

**The principal has initiated a same-day response on the following grounds:**

- (a) there is a significant breach of the school policies
- (b) the student poses a risk to themselves
- (c) the student poses a risk to the health, safety or wellbeing of other students, staff or members of the school community.

**Prior to issuing a same-day response, the principal has considered:**

- the additional circumstances of students who may experience vulnerability, seeking direction and support from the MACS Senior Manager, School Leadership (SMSL)
- alternative behavioural interventions and reasonable adjustments that may be appropriate
- whether sufficient documented interventions and support strategies have been implemented.

**Principal directs a student to not attend class following an incident**

**Remainder of the school day only**

**Remainder of the school day and the immediate next school day**

**Notification to parents and carers**

- Verbal notification seeking the student's collection from school (student remains in a safe space on school grounds until collected)
- Written notification within 24 hours of the incident

**An extension to the same-day response may be issued due to:**

- (a) the principal requiring time to gather further information about the incident
- (b) consultation with medical practitioners or other professionals involved in the student's care being required to inform decision-making
- (c) obtainment and, where appropriate, implementation of external recommendations being required for adjustments to the school environment that support the student's safe return to onsite learning

**Return to school meeting held with student and parents and carers to review information gathered and urgently create/review support plans**

**Recorded as an approved absence**

**Student returns to school**

**Extension to the same-day response implemented**  
(combined with the same-day response, must not exceed five consecutive school days in total)

**Templates to support implementation**

- Same-day Response and Extension to the Same-day Response Checklist
- Same-day Response Notice to Parents and Carers or Extension to the Same-day Response Notice to Parents and Carers
- Same-day Response: Information for parents and carers

**Principal has:**

- consulted with MACS SMSL
- notified parents and carers within 24 hours
- arranged a contact and access to a learning program

**Urgent review of behavioural interventions and reasonable adjustments**

**Principal may initiate suspension process if risk remains unresolved**