



ATTENDANCE & ABSENTEEISM

RATIONALE

At Miami State School, we expect every child to be at school, learning, every day. Parents who wish to withdraw a student from learning program for family travel, must notify Principal in writing and if going to be absent for 10 consecutive school days, must complete a School Exemption Form.

Parent and student Responsibilities	Administration Responsibilities	Class Teacher Responsibilities
<ul style="list-style-type: none"> Ensure students arrive before 8.50am every day. Students arriving after 8.50am are to report to Admin and collect a late slip. Parent to notify school by 9am if their child is absent that day. Phone: 55954 888 Text: 0427 904333 Email: absentee@miamiss.eq.edu.au Students leaving early- Parent MUST sign student out at the office. Parent presents teacher with the slip. Notify Principal in writing if your child is going to be absent for 10 or more consecutive school days and complete a school exemption form. 	<ul style="list-style-type: none"> Absent line cleared by Admin and entered daily in OneSchool. Admin to follow procedures for daily notification of absence. Supply relief teachers with paper copy of roll and ensure roll returned, enter data onto One School. Enter rolls from camps and excursions on One School. SEWC & DP to manage "at risk" students ("at risk" students are those students whose attendance is less than 85% or who have unusual patterns of attendance) 	<ul style="list-style-type: none"> Mark Rolls in One School P-3 by 9.30am, Year 4-6 by 9.45am and P-6 by 1.40pm every day. NO STUDENT to be exited from class without office issued slip. Make contact with parents and admin if students have unusual pattern of absence, teachers to record contact on One School and refer to DP. (*) Make contact with parents if student is absent for 3 consecutive days or more without explanation, refer contact in One School to DP. Rolls for camps and excursions to be handed to office for admin staff to record on One School.
<p>* Unusual patterns of absence may include: Regular absence on same day/s of the week, more than 3 days without notice/ contact, frequent lateness of arrival, frequent early departures, less than 85% attendance, regular unexplained absences.</p>		

PROCESS for persistent truancy or absenteeism

