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.

<table>
<thead>
<tr>
<th>Parent and student Responsibilities</th>
<th>Administration Responsibilities</th>
<th>Class Teacher Responsibilities</th>
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</thead>
<tbody>
<tr>
<td>Ensure students arrive before 8.50am every day.</td>
<td>Mark Rolls in One School P-3 by 9.30am, Year 4-6 by 9.45am and P-6 by 1.40pm every day.</td>
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<tr>
<td>Students arriving after 8.50am are to report to Admin and collect a late slip.</td>
<td>NO STUDENT to be exited from class without office issued slip.</td>
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<tr>
<td>Parent to notify school by 9am if their child is absent that day.</td>
<td>Make contact with parents and admin if students have unusual pattern of absence, teachers to record contact on One School and refer to DP. (*)</td>
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<tr>
<td>Students leaving early - Parent MUST sign student out at the office. Parent presents teacher with the slip.</td>
<td>Make contact with parents if student is absent for 3 consecutive days or more without explanation, refer contact in One School to DP.</td>
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<tr>
<td>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.</td>
<td>Rolls for camps and excursions to be handed to office for admin staff to record on One School.</td>
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* 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.

**PROCESS for persistent truancy or absenteeism**

Regular or persistent unauthorised absences - School attempts resolution through informal and personal approaches.

1. Office sends letter to parent and invite to discuss absences. (Generated through One School)
2. If attendance is still not satisfactory, parent meeting
3. If attendance is still not satisfactory, DP sends information notice undertakes reasonable steps to meet
4. Is a meeting held?
   - NO
      - If attendance is still not satisfactory 1 week after inviting parent to a meeting, Principal sends warning
   - YES
      - If attendance is still not satisfactory 1 week later, Principal, through ARD(S) consider alternative option
5. Consideration of whether an alternative option is appropriate for the child
6. Police may be requested to help. Department of Child Safety may be notified if child protection is a concern.
7. If attendance is still not satisfactory 1 week after the meeting, send letter warning parent that DG will be asked to consent to prosecution.
8. If consent is granted authorised officer in DETE refers matter to police for prosecution.