



Oakey State School

Absenteeism
Policy

2008



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RATIONALE

This policy has been formulated to provide the school with a clear structure for managing student absenteeism. The policy is written in accordance with the *Education (General Provisions) Act 2006*.

POLICY

The law requires parents to ensure their compulsory school aged child is enrolled at school, and attends school for the educational program on every school day. Compulsory school age starts when a child is at least 6 years of age, and finishes when the child turns 16 years of age or completes year 10 whichever is sooner. (Please note that Prep is not compulsory).

Classroom teachers must mark their class roll twice a day; first up in the morning and again in the middle of the day. If students are noted to be absent and this absence is unexplained ie the parent /guardian has not notified the school, then these absences need to be recorded and reported to the principal. (Refer to the form Office Notification of Student Absenteeism). According to the *Education (General Provisions) Act 2006* the parent needs to be the one to notify the school, not the student. If the explanation of an absence seems unreasonable the principal needs to be informed. (Refer to the form Office Notification of Student Absenteeism).

The principal or deputy principal will then follow up by calling the parent or organizing a home visit. If the unexplained absenteeism continues the principal or deputy principal will send home a formal letter requesting that the student attend school. If the unexplained absences continue then further letters of a more formal nature will be sent to the parent and this process will involve the relevant authorities; an authorised officer of the Department of Education, Training and the Arts for further action and/or an intake officer from the Department Of Child Safety.

PROCESS

Step One:

If a student has three days of unexplained absences the class teacher / Indigenous Liaison telephones the parent informing the parent that the student has been away and asks the reason for the absence, encouraging the parent to bring the student to school. Record This Action on the Office Notification of Student Absenteeism.

Step Two:

If the unexplained / unreasonable absences continue then this information must be passed onto the Principal or the Deputy Principal for follow up. Record this information on the form – ‘Office Notification of Student Absenteeism’ and pass this form to the Principal or Deputy Principal so that the follow up can also be recorded.

Step Three:

The principal or the deputy principal will telephone the parents or do a home visit – informing the parent of the dates of absenteeism, asking for the reason for absenteeism and requesting that the student return to school. Administration will record the action taken on the form Office Notification of Student Absenteeism, make a photocopy of the form and place this on the students office file. The original will go back to the class teacher so it can be used for continued recording as needed.

Step Four:

If the unexplained / unreasonable absences continue record this information on the form – ‘Office Notification of Student Absenteeism’ and pass this form to the Principal or Deputy Principal so that the follow up can occur. A formal letter will then be issued (Letter one). Administration will record the action taken on the form Office Notification of Student Absenteeism, make a photocopy of the form and place this on the students office file. The original will go back to the class teacher so it can be used for continued recording as needed.

Step Five:

If the unexplained / unreasonable absences continue record this information on the form – ‘Office Notification of Student Absenteeism’ and pass this form to the Principal or Deputy Principal so that it can be passed onto the *relevant authorities*; an authorised officer of the Department of Education, Training and the Arts for further action and/or an intake officer from the Department Of Child Safety. A formal letter will then be issued to the parent. (Letter Two)

Administration will record the action taken on the form Office Notification of Student Absenteeism, make a photocopy of the form and place this on the students office file and the original will go back to the class teacher so it can be used for continued recording as needed.

Step Six:

If the unexplained / unreasonable absences continue record this information on the form – ‘Office Notification of Student Absenteeism’ and pass this form to the Principal or Deputy Principal so that it can be passed onto the *relevant authorities*; an authorised officer of the Department of Education, Training and the Arts for further action and/or an intake officer from the Department Of Child Safety. A formal letter will then be issued to the parent. (Letter Three)

Administration will record the action taken on the form Office Notification of Student Absenteeism, make a photocopy of the form and place this on the students office file and the original will go back to the class teacher so it can be used for continued recording as needed.

Step Seven:

Continue this process of recording, reporting to Administration and Administration actioning as necessary through to Letter Six.

