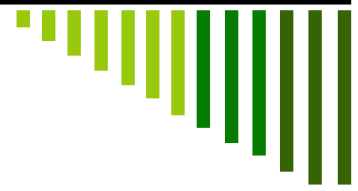




MARSDEN STATE SCHOOL

INFORMATION STATEMENT: Student Absences



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

Parent and Student Responsibilities	Administration Responsibilities	Class Teacher Responsibilities
<ul style="list-style-type: none"> • Ensure students arrive before 8:30am • Students arriving after 8:30am need to collect a late slip • Parents to notify the school by 9am if their child is absent: 3489 9333 • Students leaving early must be signed out at the office • Notify the principal in writing and complete a School Exemption Form if your child is going to be away more than 10 consecutive days 	<ul style="list-style-type: none"> • Absent line cleared by Admin and entered into system • SMS alerts sent home to parents of absent children • Supply relief teachers with paper rolls and ensure that rolls are returned and entered onto formal system • Enter rolls from camps and excursions onto ID Attend • Attendance Committee made up of Principal, DP's and GO to manage "at risk" students where attendance is less than 85% 	<ul style="list-style-type: none"> • Mark rolls twice per day. First roll marked by 9am and second roll marked by 12pm • Late students must be sent to the office to attain a late slip • No student is to leave the classroom without an exit slip • Make a wellbeing check contact with families of students who have 3 consecutive absences and record on One School • Notify Attendance Officer and/or DP of "at risk" students or students with unusual patterns of attendance
<p>UNUSUAL Patterns of Attendance may include: Regular absences on the same day/s of each week, more than 3 days without notice or contact, frequent lateness of arrival, frequent early departures, less than 85% attendance, regular unexplained absences.</p>		

Process for Managing Persistent Truancy or Absenteeism

