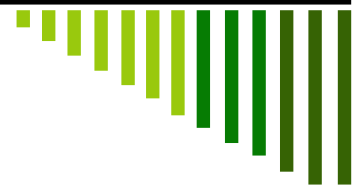




# MARSDEN STATE SCHOOL

## INFORMATION STATEMENT: Community Student Absences



At Marsden State School, we expect every student to be at school and learning every day. Students who have any period of time absent from school should notify the school to inform the reason and length of time absent. Parents and carers are able to inform the school via email [attendance@marsdenss.eq.edu.au](mailto:attendance@marsdenss.eq.edu.au). QParents, contact the school on 3489 9333, in writing or in person.

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 for consideration.

Parent/Carer and Student Responsibilities	Administration Responsibilities	Class Teacher Responsibilities
<ul style="list-style-type: none"> <li>Ensure students arrive and are ready to learn by 8:30am.</li> <li>Students arriving after 8:40am need to collect a late slip from the Office.</li> <li>Parents/ Carers are to notify the school by 8am if their child is absent either by phone 3489 9333, or the QParents app.</li> <li>Students leaving early must be signed out at the office and receive an early departure slip.</li> <li>The Principal must be notified in writing and a School Exemption Form request should be completed for consideration if your child is going to be away more than 10 consecutive days.</li> </ul>	<ul style="list-style-type: none"> <li>Admin are to clear the absent line and enter any absences onto OneSchool.</li> <li>Admin send SMS alerts to parents/ carers of absent or late children.</li> <li>Admin supply relief teachers with paper rolls to be marked and ensure that rolls are returned to the office and entered onto OneSchool.</li> <li>The DP of a year level is to ensure an accurate roll is provided to Admin Officer for students participating in off campus activities. Admin Officer to enter rolls onto One School.</li> <li>The Attendance Committee is made up of Principal, DP and GO to manage "at risk" students where attendance is a chronic concern.</li> </ul>	<ul style="list-style-type: none"> <li>Mark rolls twice per day. First roll finalised by 8:45am and second roll finalised by 12pm.</li> <li>Late students must be sent to the office to obtain a late slip.</li> <li>No student is to leave the classroom without an early departure slip which the parent must firstly obtain from the Office.</li> <li>Make a wellbeing check contact with families of students who have 3 consecutive absences and record on OneSchool.</li> <li>Notify Attendance Officer and DP of "at risk" students or students with unusual patterns of attendance.</li> </ul>

**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, regular unexplained absences.

### Process for Managing Persistent Truancy or Absenteeism

