



**MOUNT MURCHISON STATE
SCHOOL ATTENDANCE POLICY**

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ATTENDANCE POLICY

EVERY DAYCOUNTS

The Department of Education and Training's highest priority is student's safety and wellbeing.

It is **parent responsibility** to advise when a student will be absent from school and for what reason. At Mount Murchison State School you may advise of an absence by:

1. Phoning 4992 2253 and leaving a message on the answering machine
2. Emailing rmath68@eq.edu.au
3. Advising administration staff and or teachers of students absence in person

If your child leaves early due to illness and are away more than that early departure day you must still advise the school of why they are away on following days. The school does not and cannot assume the child is still ill.

State schools are required to notify parents of any unexplained absence in the morning of that occurring.

Mount Murchison State School will be implementing this policy as of 4th October 2016.

- Teachers are required to mark class rolls prior to 9am.
- Students arriving after 9 a.m. are required to sign in at the office. They must be accompanied by a parent or guardian.
- Between 9 a.m and 11 a.m. parents of children absent without explanation will be contacted via phone by Administration.
- If phone contact is not made, a text message will be sent as follows:

'Mt Murchison SS: your child has been recorded as being absent this morning without explanation. Please contact the school 4992 2253 IMMEDIATELY.'

If parents do not respond to that text within 30 minutes the following process will occur:

1. Phone call to parent/s
2. After 30 minutes if there has been no response to initial phone call a second phone call will be made to parent/s
3. After another 30 minutes if there has been no response to second phone call a third phone call will be made to parent/s

If there is still no response from these actions the matter will be referred to the Principal for further action.

Absences Greater than 10 Days

Parents of students who are away for more than 10 school days must complete an 'Application for Exemption from Compulsory Schooling'. This document is to be completed for any reason including medical i.e. operations. The school Principal must approve this leave and it will be recorded on the students file.

Please contact Administration to get a copy of this form if required.

YOUR CHILD IS AWAY?

Let us know immediately
by :

Phoning: 4992 2253

or

Email: rmath68@eq.edu.au

or

Advising the Administrative
or teaching staff in person

Do not ring the
school mobile
number to advise
absence as the
mobile is not always
onsite.