

## Stanthorpe SHS Attendance Policy

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1. Child is absent from school – parent to contact school to notify re absence (phone call, note, left message, email) within three days of the student's return to school. If the parent has registered a mobile phone number, the parent will receive a text message informing them of the absence and request an explanation.
2. If this does not occur, the school will contact parents/caregivers after the third unexplained absence for an explanation. This contact will occur by either a phone or written request (note) for an explanation.
3. Should an explanation not be received by the school, the school will contact the parent again in the form of a formal letter providing dates of absences and requesting explanations. This letter will be mailed home and may be followed up with a phone call.
4. Should the school still not receive any written explanation and absences remain unexplained on student records. If at this point absences are compromising the student's capacity to engage in an educational program a formal letter from the Department of Education and Employment will be sent home. In this letter parents and carers will be informed of their legal obligations in relation to their child's participation in compulsory education and the consequences for non-participation.
5. Please remember that there are pre-printed notices for parents to notify the school of student absence details. Please confirm with your child that notices have been handed to the Form Teacher or the School Admin. Office. From time to time you may be contacted regarding an absence that you have already explained. In this situation we would appreciate your understanding.

### *Notes*

Parents and carers will appreciate that it is a requirement of the school to follow up on any unexplained absences. We do this to support your student to continue to have access to an educational program and to maintain parent/caregiver contact. The School's process of contacting parents is not intended to cause distress. Should you have any queries or concerns please contact a member of the admin team or Judith Middleton.

[Absence flowchart \(PDF, 50 KB\)](#)