



Charters Towers Attendance Strategy

2018

PREAMBLE

Schools in Queensland are committed to providing safe and supportive learning environments for all students which address their educational needs. Every child should be enrolled at school and should attend every school day.

It is a parent/guardian's responsibility to ensure that their child attends school on every school day for the educational program in which he/she is enrolled. A parent/guardian of a young person in the compulsory participation phase is obliged to ensure their child is participating full-time in an approved education or training option.

Charters Towers State High School expects that all members of the school community actively work towards 95% or higher classroom attendance of students and that our classrooms are places of rigorous but differentiated learning which students are enthusiastic about attending.

Every Day Counts

Every Day Counts is a state wide initiative that aims to assist in improving student attendance at school through a shared commitment by students, parents, caregivers, schools and the community.

To do this, 'Every Day Counts' promotes four key messages:

1. all children should be enrolled at school and attend on every school day;
2. schools should monitor, communicate and implement strategies to improve regular school attendance;
3. truanting can place a student in unsafe situations and impact on their future employability and life choices; and
4. attendance at school is the responsibility of everyone in the community.

Responsibilities

School responsibilities:

- create a safe and supportive learning environment;
- create an intellectually challenging learning environment for all students; and
- closely monitor student attendance and act to maximise it.

Student responsibilities:

- attend school ready and willing to learn all day, every day;

- arrive prepared for all classes on time;
- submit to roll class teacher/Administration Office notes from parent/guardians explaining absences in a timely manner or ensure parent/guardian contacts school in person or via phone/email.

Parent/Guardian responsibilities:

- actively ensure that student attends school all day, every day;
- provide timely advice to the school when student is absent for a legitimate reason or there are factors which are impacting upon son/daughter's ability to attend school;
- support the school in dealing with absentee issues.

Strategies

At Charters Towers State High School we are committed to achieving the following targets in improving attendance:

- reduce unexplained absences to 0; and
- average daily attendance of 95% in the classroom.

At Charters Towers State High School we proactively encourage high levels of attendance via the following:

- ensuring educational programs are engaging and differentiated;
- establishing high expectations of attendance;
- undertaking welfare and case management processes;
- celebrating attendance on assembly;
- recording positive behaviour records in OneSchool in recognition of positive attendance and engagement through rewards and activities;
- providing certificates for 95% to 100% attendance during a term;
- utilising student service support team to aid in supporting students and families to meet 95% attendance;
- publishing attendance information and tips for parents in school newsletter, in emails and on Facebook; and
- placing messages on school signage around Every Day Counts.

Responses to absences

At Charters Towers State High School unexplained absences are managed, in conjunction with all staff, by the Year Level Coordinators (YLC) implementing the process outlined in **Appendix 1**.

NOTE:

- **Absences MUST be explained on the day the absence occurs.**

Charters Towers State High School requires an acceptable reason for absence from school. This is aligned with the Department of Education policies and procedures. Refer to appendices.



EVERY DAY COUNTS

AT CHARTERS TOWERS STATE HIGH SCHOOL

GOAL: 95% ATTENDANCE

**NO MORE THAN
2.5 DAYS ABSENT PER TERM**

**NO MORE THAN
5 DAYS ABSENT PER SEMESTER**

**NO MORE THAN
10 DAYS ABSENT PER YEAR**

APPENDIX

1. Attendance Strategy Flowchart
2. Letter 1: Less than 95% attendance letter
3. Regular school attendance – Information for parents and carers
4. What happens if my child is not attending school?
5. Letter 2: Failure to attend compulsory schooling
6. Letter 3: Warning notice
7. Exemptions
8. Application for exemption – parent
9. Application for exemption – Education Queensland
10. Letter to parent regarding Absence Explanation Form

Charters Towers State High School

ATTENDANCE STRATEGY – UNEXPLAINED ABSENCES – YEAR 7 TO YEAR 12

- Absences must be explained on the day the absence occurs.
- No contact = absentee letters mailed to parents and YLC records as contact in *OneSchool*.
- If your child is in the “compulsory participation phase” (once a child reaches 16 years of age or completes Year 10” please expect contact by DP or HOD of Senior School.
- If attendance still does not improve to a reasonable standard the “at risk of cancellation” process will begin.
- If no parent/guardian contact can be made or there are concerns around the student’s safety, YLC referral to SSST member.

1. UNEXPLAINED ABSENCES LETTERS

YLC generates *OneSchool* unexplained absentee letters each Monday from previous week:

- Scan through report for checking;
- Email PDF report to Rolls Officer;
- Rolls Officer to print and mail out by Wednesday.



Unexplained attendance letters returned, signed by a parent/guardian, to front office:

- Rolls Officer to process to *OneSchool*;
- Letter kept on student’s file.



2. FOLLOW-UP FULL DAY ABSENCES

3 days of unexplained absences, YLC contacts parent/guardian to seek explanation and offer support strategies.

Re-state attendance strategies:

- Every Day Counts
- All absences need to be explained
- 95% attendance rate = 10 days absence per year



10 days or a consistent pattern of absence:

- YLC to action *OneSchool* referral (record of contact) to DP for **Form 4** failure to attend letter.
- DP to generate letter and mail out.



If after a further 5 school days (1 week) attendance has not improved to a reasonable standard:

- YLC to action *OneSchool* referral (record of contact) to DP for **Form 5** warning notice.
- DP to generate **Form 5** letter and mail out.



If after 5 school days (1 week) from receiving **Form 5**, attendance still has not improved to a reasonable standard:

- DP to seek, through Regional Office, the Director-General’s **permission to prosecute**.

TO BE PLACED ON CHARTERS TOWERS STATE HIGH SCHOOL LETTERHEAD.
This letter to be mailed out in Week 1 of every term.
YLC reports to Rolls Officer for processing.

Date

Dear Parent/Guardian

Our records indicate that your child has not met 95% attendance for Term___ in 2018. All students should be aiming for 100% attendance to enable them to achieve their potential.

It is essential that you talk with your child regarding this situation. If there are any issues that you need assistance with in order to improve your child's attendance please consider one of the following options, or combination of options, in order to ensure their attendance improves.

What?	Who Can Help?
<input type="checkbox"/> Subject Selection Advice	<input type="checkbox"/> Discuss with Class Teacher or Subject Head of Department
<input type="checkbox"/> Support family or personal issues which impact on attendance	<input type="checkbox"/> Guidance Officer <input type="checkbox"/> Community Education Counsellor <input type="checkbox"/> (Indigenous students) <input type="checkbox"/> School Based Youth Health Nurse <input type="checkbox"/> Youth Support Coordinator <input type="checkbox"/> School Chaplain <input type="checkbox"/> Student Services <input type="checkbox"/> School Chaplain
<input type="checkbox"/> Time Management or Study Skills	<input type="checkbox"/> Guidance Officer <input type="checkbox"/> Classroom Teachers

It is extremely important that you take advantage of the support available to help your child improve their attendance. Please contact the person you think is best to help you.

Yours sincerely

Kaye Corcoran
Principal

Teacher's name
Year Level Coordinator



Regular school attendance

Information for parents and carers

Did you know? Research shows that in Queensland, higher student attendance at school is associated, on average, with higher student achievement.

Why is regular attendance at school important?

Regular school attendance will mean that your child has a better chance in life. Your child will achieve better when they go to school all day, every school day.

- they learn better
- they make friends
- they are happier
- they have a brighter future.

Why must I send my child to school?

Under Queensland law, you must make sure your child of school age is enrolled and attends school all day, every school day unless they have an acceptable reason. Illness, doing work experience or competing in a school sporting event are acceptable reasons for being absent from school.

Principals decide if the reason given for your child's absence is acceptable.

Avoid keeping your child away from school for:

- birthdays, shopping, visiting family and friends, if they sleep in, looking after other children, minor check ups or care such as hair cuts.

Routine medical or other health appointments should be made either before or after school or during the school holidays.

What should I do if our family is going on a holiday in school time?

You are encouraged not to schedule holidays during school time. If your family holiday is during school time, let the school know in advance and talk about what arrangements

can be made for your child. Depending on the circumstances the school may be able to provide tasks for your child to complete while they are absent or assist you to organise an exemption from schooling.

Do I need to let the school know if my child has been away from school?

Yes, you must let the school know the reason why your child has been absent from school within two school days of their return. If possible, advise the school beforehand.

Are you having problems getting your child to school for some of these reasons?

- won't get out of bed in the morning
- won't go to bed at night
- can't find their uniform, books, school bag ...
- slow to eat breakfast
- haven't done their homework
- watching TV
- have a test or presentation to do, have an assignment to hand in
- it's their birthday.

If so, a set routine can help

- have a set time to go to bed
- have a set time to get out of bed
- have uniform and school bag ready the night before
- have a set time for starting and finishing breakfast
- set a time for daily homework activities
- speak about school positively
- be firm, send your child to school every school day including their birthday and the last day of term!

What should I do if my child won't go to school?

You should contact the school as soon as possible for advice and support.

Every day counts – Is your child at school today?

www.education.qld.gov.au/everydaycounts

WHAT HAPPENS IF MY CHILD IS NOT ATTENDING SCHOOL?

If your child is of “**compulsory school age**” (when a child is at least 6 years and 6 months of age until they turn 16 years of age or complete Year 10, whichever comes first) please expect the following to occur:

1. After an unexplained absence, you will receive a letter from the Charters Towers State High School Positive School Team seeking an explanation for the student’s absence.
2. After 3 days of unexplained absences, you will receive a letter from the Charters Towers State High School Positive School Team to seek an explanation and offer support strategies.
3. After 10 days of unexplained absences or a consistent pattern of absence, you will receive a Notice: Form 4- Failure to Attend. (Letter included in booklet). This explains your legal requirement and the fact you may be prosecuted.
4. If, after a further 5 school days (1 week) from receiving Form 4, attendance has not improved to a reasonable standard, you will receive a Warning Notice: Form 5 – Failure to Attend. (Letter included in booklet.) This letter informs you that it is recommended that you be prosecuted.
5. If after a further 5 school days (1 week) from receiving a Form 5, attendance still has not improved to a reasonable standard your case will be passed on to Regional Office and the Director-General’s permission to prosecute will be sought.

If your child is of “**compulsory participation phase**” (once a child reaches 16 years of age or completes Year 10) please expect the following to occur:

1. You will be contacted by a member of the Charters Towers State High School Positive School Team who will enquire about your child’s attendance.
2. If attendance does not improve you will receive a letter suggesting some strategies to help you and your child improve their attendance (letter included in booklet).
3. If attendance still does not improve to a reasonable standard the At Risk of Cancellation Process will begin. This process may involve your student’s enrolment being cancelled at Charters Towers State High School.

What is a reasonable Excuse: The Director General’s Guidelines for what is considered a reasonable excuse for absence is included in this booklet.

Application for Exemption from Compulsory Schooling: This application is included in this booklet. This must be used when a child is absent for more than 10 consecutive days, including holidays and illness.

TO BE PLACED ON CHARTERS TOWERS STATE HIGH SCHOOL LETTERHEAD.

Date

Dear

NOTICE ABOUT COMPULSORY SCHOOLING OBLIGATION – FAILURE TO ATTEND Section 178(2) of the *Education (General Provisions) Act 2006*

I refer to my previous contact with you about your alleged failure to ensure your child attends school as required. This contact has included (Refer attached report). I suspect that your child, who appears to be of compulsory school age, is not attending school as required.

I am an officer authorised by the Director-General, Department of Education and Training to take formal steps under s.178 of the *Education (General Provisions) Act 2006* (the Act) which may lead to prosecution of parents in breach of their obligation to ensure their child attends school.

As it is in **your child's** best interest to attend school and he/she is not attending school full time on every school day, I have decided to issue you with this notice under s.178 (2) of the Act.

Your legal obligation

Section 176(1)(b) of the Act provides that each parent of a child of compulsory school age has the obligation to ensure their child is attending school on every school day, for the educational program in which the child is enrolled.

“Compulsory school age” is defined by s.9 of the Act to start when a child is at least 6 years and 6 months of age and to finish when the child turns 16 years of age or completes Year 10, whichever is sooner.

Failure to comply with the obligation in s.176(1)(b), without a reasonable excuse, is an offence. If you are prosecuted for an offence, you are liable to a fine of up to \$600 (6 penalty units) for the first offence, and up to \$1200 (12 penalty units) for each further offence.

I have attached a copy of ss.176 and 178 for your information.

I have arranged a meeting at **Charters Towers State High School** on **(date)** at **(time)**, to discuss the situation. You are welcome to bring a support person. If this time or place is unsuitable to you, please let me know so we can arrange a suitable time.

The purpose of the meeting is to discuss the compulsory schooling requirement. We can discuss the options for your child, whether there is any reason why the obligation does not apply in your child's case or that you have a reasonable excuse for your child's non-attendance.

If this matter cannot be resolved, the Department of Education and Training may consider referring the situation to the Queensland Police Service for prosecution under s.178 of the *Education (General Provisions) Act 2006* (the Act).

Please contact **HOD Student Wellbeing – Senior Schooling** should you wish to discuss the meeting, or to seek further assistance with ensuring your child's attendance at school.

Yours sincerely

Authorised Officer

Kaye Corcoran
Principal

Enc: Copy of ss176 and 178 of *Education (General Provisions) Act 2006*
Meaning of parent and compulsory schooling

Extracts from Education (General Provisions) Act 2006

176 Obligation of each parent

- (1) Each parent of a child who is of compulsory school age must—
 - (a) ensure the child is enrolled at a State school or non-State school; and
 - (b) ensure the child attends the State school or non-State school, on every school day, for the educational program in which the child is enrolled; unless the parent has a reasonable excuse. Maximum penalty—
 - (a) for a first offence—6 penalty units; or
 - (b) for a second or subsequent offence, whether or not relating to the same child of the parent—12 penalty units.
- (2) Without limiting subsection (1), it is a reasonable excuse for a parent (the *relevant parent*) that—
 - (a) the child lives with another parent and the relevant parent believes, on reasonable grounds, that the other parent is complying with subsection (1); or
 - (b) in all the circumstances, the relevant parent is not reasonably able to control the child's behaviour to the extent necessary to comply with subsection (1).
- (3) Subsection (1) applies subject to parts 2 to 4.

178 Notice to, and meeting with, parent

- (1) This section applies if an authorised officer reasonably suspects—
 - (a) a child who is of compulsory school age—
 - (i) is not enrolled at a State school or non-State school; or
 - (ii) is not attending the State school or non-State school at which the child is enrolled, on every school day, for the educational program in which the child is enrolled; and
 - (b) parts 2 to 4 do not apply to the child.
- (2) The officer may give a parent of the child a notice in the approved form about the parent's obligation under section 176(1).
- (3) The officer may also meet with the parent to discuss the obligation.
- (4) If, despite the officer taking reasonable steps to meet with the parent under subsection (3), no meeting is held, the officer may give the parent a warning notice in the approved form.
- (5) For the *Police Powers and Responsibilities Act 2000*, section 14 an authorised officer acting under this section is a public official performing a function authorised by this Act.
- (6) In this section—*authorised officer* means the chief executive or an officer of the department authorised by the chief executive for this section.

Note: Police Powers and Responsibilities Act 2000, section 14 (Helping public officials exercise powers under other Acts) was renumbered as section 16 under that Act, section 810.

Meaning of parent (from *Education (General Provisions) Act 2006 s10*)

- (1) A **parent**, of a child, is any of the following persons—
 - (a) the child's mother;
 - (b) the child's father;
 - (c) a person who exercises parental responsibility for the child.
- (2) However, a person standing in the place of a parent of a child on a temporary basis is not a parent of the child.
- (3) A parent of an Aboriginal child includes a person who, under Aboriginal tradition, is regarded as a parent of the child.
- (4) A parent of a Torres Strait Islander child includes a person who, under Island custom, is regarded as a parent of the child.
- (5) Despite subsections (1), (3) and (4), if—
 - (a) a person is granted guardianship of a child under the *Child Protection Act 1999*; or
 - (b) a person otherwise exercises parental responsibility for a child under a decision or order of a federal court or a court of a State; then a reference in this Act to a parent of a child is a reference only to a person mentioned in paragraph (a) or (b).

Meaning of compulsory school age (from *Education (General Provisions) Act 2006 s9*)

- (1) A child is of compulsory school age if the child is at least 6 years and 6 months, and less than 16 years.
- (2) However, a child is no longer of compulsory school age if the child has completed year 10.

TO BE PLACED ON CHARTERS TOWERS STATE HIGH SCHOOL LETTERHEAD.

Date

«Parent_Name»
«Address_2»
«Suburb» «Postcode»

Dear «Parent_Name»

**WARNING NOTICE ABOUT COMPULSORY SCHOOLING OBLIGATION – FAILURE TO ATTEND
Section 178(4) of the *Education (General Provisions) Act 2006***

I refer to the previous notice sent to you on (insert date) sent under s.178(2) of the *Education (General Provisions) Act 2006* (the Act).

I am an authorised officer for the purposes of s.178 of the Act. I believe that «Student_Name» of compulsory school age is not attending school, on every day, for the educational program in which they are enrolled.

This letter is a **warning notice** under s.178(4) of the Act that I intend to recommend to the Director-General, Department of Education and Training, that a prosecution be commenced against you for failing to ensure your child attends school on every school day of their educational program. This may result in you being liable for a fine of up to \$600 (6 penalty units) for the first offence and up to \$1200 (12 penalty units) for each further offence.

I encourage you to contact me if you wish to meet to discuss your obligation and the support you need to meet your obligation. You may wish to provide me with a reasonable excuse for why «Student_Name» is not attending school as required.

If I have not heard from you within seven days, I will seek the Director-General's consent to prosecute you. If consent is given, your case will be handed to Queensland Police Service who will take steps to prosecute you.

Yours sincerely

Authorised officer
Kaye Corcoran
Principal

Enc: Copy of ss178 - 179 of *Education (General Provisions) Act 2006*

Extracts from Education (General Provisions) Act 2006

176 Obligation of each parent

- (1) Each parent of a child who is of compulsory school age must—
- (c) ensure the child is enrolled at a State school or non-State school; and
 - (d) ensure the child attends the State school or non-State school, on every school day, for the educational program in which the child is enrolled; unless the parent has a reasonable excuse.

Maximum penalty—

- (c) for a first offence—6 penalty units; or
 - (d) for a second or subsequent offence, whether or not relating to the same child of the parent—12 penalty units.
- (2) Without limiting subsection (1), it is a reasonable excuse for a parent (the *relevant parent*) that—
- (c) the child lives with another parent and the relevant parent believes, on reasonable grounds, that the other parent is complying with subsection (1); or
 - (d) in all the circumstances, the relevant parent is not reasonably able to control the child's behaviour to the extent necessary to comply with subsection (1).
- (3) Subsection (1) applies subject to parts 2 to 4.

178 Notice to, and meeting with, parent

- (7) This section applies if an authorised officer reasonably suspects—
- (c) a child who is of compulsory school age—
 - (i) is not enrolled at a State school or non-State school; or
 - (ii) is not attending the State school or non-State school at which the child is enrolled, on every school day, for the educational program in which the child is enrolled; and
 - (d) parts 2 to 4 do not apply to the child.
- (8) The officer may give a parent of the child a notice in the approved form about the parent's obligation under section 176(1).
- (9) The officer may also meet with the parent to discuss the obligation.
- (10) If, despite the officer taking reasonable steps to meet with the parent under subsection (3), no meeting is held, the officer may give the parent a warning notice in the approved form.
- (11) For the *Police Powers and Responsibilities Act 2000*, section 14 an authorised officer acting under this section is a public official performing a function authorised by this Act.
- (12) In this section— *authorised officer* means the chief executive or an officer of the department authorised by the chief executive for this section.

Note: Police Powers and Responsibilities Act 2000, section 14 (Helping public officials exercise powers under other Acts) was renumbered as section 16 under that Act, section 810.

Meaning of parent (from *Education (General Provisions) Act 2006 s10*)

- (1) A **parent**, of a child, is any of the following persons—
 - (a) the child's mother;
 - (b) the child's father;
 - (c) a person who exercises parental responsibility for the child.
- (2) However, a person standing in the place of a parent of a child on a temporary basis is not a parent of the child.
- (3) A parent of an Aboriginal child includes a person who, under Aboriginal tradition, is regarded as a parent of the child.
- (4) A parent of a Torres Strait Islander child includes a person who, under Island custom, is regarded as a parent of the child.
- (5) Despite subsections (1), (3) and (4), if—
 - (a) a person is granted guardianship of a child under the *Child Protection Act 1999*; or
 - (b) a person otherwise exercises parental responsibility for a child under a decision or order of a federal court or a court of a State; then a reference in this Act to a parent of a child is a reference only to a person mentioned in paragraph (a) or (b).

Meaning of compulsory school age (from *Education (General Provisions) Act 2006 s9*)

- (3) A child is of compulsory school age if the child is at least 6 years and 6 months, and less than 16 years. However, a child is no longer of compulsory school age if the child has completed year 10.

Exemptions from Compulsory Schooling and Compulsory Participation

Parents apply for an exemption from compulsory schooling 38k if, for a period of more than 10 consecutive school days, the child can not attend their educational program or it would be unreasonable in the circumstances to require the child to attend their educational program.

Parents apply for an exemption from compulsory participation 45k if, for a period of more than 10 consecutive school days, the young person can not participate in any eligible option or it would be unreasonable to require the young person to participate in any eligible option.

When considering applying for an exemption, it is important to discuss your situation and any concerns you may have with the school or Department of Education and Training regional office. Contact the Department of Education and Training regional offices for more information.

For more information on processes for applying for an exemption and to access application forms, refer to SMS-PR-030: Exemptions from Compulsory Schooling and Compulsory Participation.

Application for employment exemption under the Vocational Education, Training and Employment Act 2000

Young persons in the compulsory participation phase of schooling, who wish to leave school to take up employment may be eligible for an employment exemption under the Vocational Education, Training and Employment Act 2000 (the VETE Act), if they:

- have not been granted an exemption from participating in an eligible option under Chapter 10 of the Education (General Provisions) Act 2006
- have not turned 17 years of age
- have obtained paid employment of between 15 and 25 hours per week, or unpaid employment
- the employment is not as an apprenticeship or traineeship under a registered training contract.

The form pertaining to employment exemptions under the VETE Act is the Application for Employment Exemption .

For further information regarding employment exemptions under the VETE Act contact:

Apprenticeships Info
Telephone: 1800 120 120

Parents of non-state school students

For information concerning exemptions for students enrolled in non-state schools, please contact:

Executive Services Officer
Office of Non-State Education
Phone: (07) 3224 5536
Email: OfficeOfNonStateEducation@deta.qld.gov.au

Application for exemption for a child/young person NOT enrolled in any Queensland school

Privacy Notice

The Department of Education and Training is collecting the information on this form to determine if a student is entitled to an exemption from compulsory schooling or an exemption from compulsory participation. This collection is authorised by s.186 and s.245 of the Education (General Provisions) Act 2006. Information from this form may also be disclosed to third parties as required or authorised by law.

(Please type or print clearly)

To be completed by the parent/carer			
1. Name of student in full			
2. Date of birth			
3. Name of parent/carer			
4. Address			
5. Home phone		6. Mobile phone	
7. Period for which exemption is sought (insert dates)		From	To
		/ /	/ /
8. How many school days are you seeking an exemption for?			
9. Reasons for seeking exemption (please provide full details and attach documentary evidence to support this application e.g. statement from medical practitioner)			
Signature of parent/carer		Date	
_____		_____	

Please forward the completed application form and any attachments to your local Department of Education and Training regional office for consideration and approval. Written notification of the decision regarding this application will be sent to the parent/carer/.

(Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you have the most current version of this document. Page 16 of 18)

To be completed by an appropriately delegated officer in Region	
Application for exemption from: <input type="checkbox"/> Compulsory schooling <input type="checkbox"/> Compulsory participation	
Is the student in Year 10 or 15 years of age? If 'Yes', a Queensland Curriculum and Assessment Authority student learning account should be established prior to an exemption being granted.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Decision (please tick whichever is appropriate)	
<input type="checkbox"/> I grant an exemption for this student and the parent/carer has been advised.	
_____ Signature of delegated officer	_____ Date
_____ Name of delegated officer	
<input type="checkbox"/> I do not grant an exemption for this student. <input type="checkbox"/> I grant an exemption with the following condition/s: • <input type="checkbox"/> I grant an exemption with the following change/s to what has been requested: • <input type="checkbox"/> I grant a partial exemption (for students in the compulsory participation phase only)	
NOTE: My decision, materials considered, findings of fact and reasons for my decision are set out in my decision notice, which has been sent to the parent/carer, as required by the <i>Education (General Provisions) Act 2006</i> .	
_____ Signature of delegated officer	_____ Date
_____ Name of delegated officer	

(Uncontrolled copy. Refer to the Department of Education and Training Policy and Procedure Register at <http://ppr.det.qld.gov.au> to ensure you have the most current version of this document. Page 17 of 18)

TO BE PLACED ON CHARTERS TOWERS STATE HIGH SCHOOL LETTERHEAD.

Date

Dear Parent/Caregiver

Your child <<Student Name>> currently has the following unexplained absences:

<<Dates>>

Please complete and return the attached Absence Explanation Form.

We would also like to remind you:

1. In an event of illness - absences of 2 or more days consecutively require a medical certificate. In addition we may also ask for a medical certificate if your child accrues excessive absences.
2. In the event of absences from school for 10 or more consecutive days for any reason you are required to complete an *Exemption from Compulsory Schooling and Compulsory Participation Form*.

Should you have any queries regarding these absences please email admin@chartoweshs.eq.edu.au or contact 4754 6555.

Yours sincerely

Kaye Corcoran
Principal

Student's Name: _____

House Group: _____

Absence date/s: _____

Reason/s for absence: _____
