

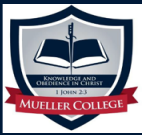
MUELLER COLLEGE



ATTENDANCE POLICY & PROCEDURES

Person Responsible : WHS OFFICE

Last Updated :



MUELLER COLLEGE

ABSENTEEISM AND ATTENDANCE POLICY

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1. RATIONALE

Mueller College is committed to providing a safe and supportive learning environment for the students to facilitate their educational needs. Mueller College recognises that every day of attendance in school contributes towards a student's learning and that maximising school attendance enhances academic outcomes. We aim to provide a supportive and optimal learning environment which promotes high expectations of student attendance.

Therefore, we expect each enrolled student to attend for all of every school day unless there is a reasonable excuse (definition in appendices).

Mueller College Attendance Policy aims to maximise student learning opportunities and performance by managing student absences and enforcing parent's obligations to ensure children are enrolled and attend school on every school day or participate full-time in their eligible option.

2. PRINCIPLES OF SCHOOL ATTENDANCE

It is important that students, staff, and parents / carers have a shared understanding of the importance of attending school. These principles are:

- All Mueller College students of compulsory school age (Prep – Year 10) attend school all day and on every school day.
- All students in the compulsory participation (Years 11 & 12) phase have the same attendance expectations as the compulsory phase and should attend school all day, every day.
- Regular monitoring, communication and implementation of support strategies for school attendance are important for maintaining regular school attendance for all students.
- Truancy can place a student in unsafe situations and impact on their education.
- Attendance at school is the responsibility of everyone in the community.
- Chronic Absenteeism is considered to be below 85% attendance over a 4-week period.



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3.0 RESPONSIBILITIES

SCHOOL RESPONSIBILITIES:

- Regularly inform and update students, staff and parents / carers regarding the attendance policy and procedures. This policy is publicly available via the website and parent portal.
- Inform parents of their legal obligations about enrolment and attendance and manage process for enforcing parental obligation for the compulsory and compulsory participation phases of schooling.
- Monitor student attendance and absence through accurate and regular roll marking.
- Notify parents / carers of an unexplained absence of their child, as soon as practicable on the day, requesting a satisfactory explanation for the student's absence.
- Implement procedures to follow up unexplained or regular absences as soon as practicable with parents/carers.
- Track attendance patterns of students and following up unexplained, unauthorised, or consistent absenteeism.
- Provide students with schoolwork when they are absent from school, with a reasonable excuse, for an extended period.
- Discuss individual attendance with students and offer support to parents and students where absence has become a problem.
- Notify relevant authorities if non-attendance persists.

PARENT RESPONSIBILITIES:

- It is the expectation, as stated in the enrolment contract, that parents support the application of the Attendance Policy with respect to their child.
- Ensure that their child attends school on every day, on time and all day for the program in which they are enrolled.
- Provide a satisfactory explanation of all absences, that is, any time during which a student is not attending or participating in their educational programs as timetabled, including excursions and school events.
- Contact the College, via Parent Portal prior to any planned absences. Where it is not possible, parents must provide the reason for any planned absence prior to the day of the absence to the Primary class teacher or Secondary YLC.
- Schedule appointments, unless absolutely necessary, outside of school hours.
- Under no circumstances should students be given access to Parent Portal and manage their own absence, irrespective of age or year level. Students who are found to be using parent portal may have their absences considered as truancy.
- If parents are planning for long-term absences, permission must be sought from the school for an



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exemption from their attendance requirements. Permission must be also sought to modify assessment dates due to absence. An early finish to a school term may mean there is no assessment or credit able to be given for that semester.

STUDENT RESPONSIBILITIES

- Students must attend school on every school day.
- Students must be on time and have all equipment needed.
- Never leave school during school hours without permission from parent/carers and following the appropriate school procedures
- Report to Student Services or the Front Office to sign in if arriving at school after 8:30am (primary) and 8:35pm (secondary).
- Ensure all missed schoolwork is completed.

Definitions

- **Reasonable Excuse.** Absences where the excuse provided is deemed reasonable by the Head of College, or delegate. These include illness, funerals, medical or dental appointments or other unforeseen events.
- **Unauthorised Absence:** Absences where the excuse is not deemed reasonable and therefore the absence is unauthorised include providing insufficient evidence for an absence (e.g medical certificate), extended or consistent absences for family reasons or appointments, extended holidays.
- **Truancy:** the situation of children being absent from school without the permission from the school or parents.
- **Unexplained Absence:** When no explanation for a student absence has been offered to the school by the parent, or the student if they are living independently.
- **School Refusal:** When poor attendance is related to some anxiety or worry that the child or young person has about attending school. Parents and carers are usually aware that their child is not going and have been making efforts to alleviate the anxiety and to encourage them to attend school.
- **Regular (Chronic) Absenteeism:** Absenteeism is regular (chronic) if a student's attendance due to unauthorised or unexplained absence falls below the threshold of 90% over a four-week period. If a student's absenteeism is considered chronic the school will implement procedures for managing absenteeism.
- **Exemption:** Student can apply for an exemption from attendance if they have regular absences due to a reasonable or unauthorised reason, using a form provided by the school and pending Principal approval.



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5.0 PROCEDURES FOR MANAGING ATTENDANCE & ABSENTEEISM

Attendance & Roll Marking

Start of the Day

- Attendance is marked by classroom teachers (Primary school) and Form Class teachers (secondary school) promptly and accurately in TASS. Students can only be marked present if they are physically present in the class at the time of roll marking.
- Students are expected to be at their classroom in time for the class to start promptly on the bell at 8:35am.

Roll Marking in Classes

- Rolls are marked in the Primary school at the start of the day.
- Rolls are marked in the Secondary school at the start of every new class. The rolls are only marked at the start of a double period and not remarked for the second lesson of the double.
- Students who are present at school but absent from the class are noted, and Student Services are contacted immediately to inform them of absence. If a student has been marked absent but is present in the classroom, Student Services should be notified by email.
- Students who are late to class without a valid reason will receive an appropriate consequence and persistent lateness will be followed up by the primary classroom teacher or the Secondary YLC.

Late arrivals and Early departures

- Students who come late to school, or need to leave early, must sign in or out at the front office or Student Services. This requires parent permission, and a reason must be provided. These absences count towards student's total absences.
- The student will go directly to their class after signing in and present the late slip to the teacher.
- Students who are late to school without a valid reason will receive an appropriate consequence and persistent lateness will be followed up by a YLC.
- Students who are unwell will report to the Health Room. If they subsequently need to go home early this departure will be processed by the Health Room staff.

Parent communication of non-attendance

- If a student is absent from school, parents should communicate this absence and the reason for absence before the start of the school day by using Parent Portal.
- A follow up reminder by SMS will be sent to parents seeking a reason for any unexplained absences.



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Internal Processes when managing absenteeism.

Unexplained Absences (No communication from the parent)

- When a parent hasn't provided a reason for absence, they are followed up by Student Services via SMS.
- Parents either respond to the SMS or log on to Parent Portal to provide the reason.
- No Teacher or YLC contact at this stage.

Regular Absenteeism / Unexplained or an Unauthorised Absence

- Secondary YLCs generate weekly reports from TASS which lists the student absences for the week and the reason provided by the parents.
- Students on this list are flagged if they:
 - Have fallen below the threshold for attendance (85%) over a four-week period.
 - Have multiple unexplained or unauthorised absences.
 - Have a consistent pattern of absences without a reasonable excuse that requires parent contact.
- Secondary YLCs or Primary teacher call parents to enquire about the absence. Specific actions are below.
- If attempt has been made to contact home via phone twice with no success, an email needs to be sent via TASS. A read receipt can be accessed on TASS to confirm the messages are being read by parents.
 - **Unauthorised Absences** – family reasons, study, appointment, holiday – below the 85% for all absence.
 - Enquires about the reasons (pastoral initially)
 - Outlines to parent that in accordance with the policy, this is not a valid reason to miss school. Student needs to attend school.
 - If needing to apply for an exemption, they can contact Sub School Coordinator
 - **Action:** record on TASS Notes (phone call, parent explanation & policy statement was given)
 - **Unexplained Absences** – no reason entered in TASS for multiple absence.
 - YLC or teacher makes a pastoral enquiry via phone call about the absence and seeks a reason for the absence.
 - Outlines to parent that in accordance with the policy, this is not a valid reason to miss school and the student needs to attend school.
 - **Actions:** YLC or teacher records on TASS Notes (phone call, parent explanation & policy statement was given)
 - **Regular Absenteeism** – below the 85% threshold for all absence in a 4-week period.
 - YLC or teacher makes a pastoral enquiry via phone call initially about the absence.
 - If appropriate, the YLC or teacher requests a medical certificate or flags the need for one for any subsequent illness related absences.
 - **Action:** YLC or teacher makes a record on Standard TASS Notes (phone call, reason & request of certificate)



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Monitoring of continual or pattern of absences

- Once initial contact has been made, continued monitoring of attendance by YLC is required.
- If attendance has not reached the agreed upon level after an appropriate amount of time (no less than two weeks), the YLC or Primary Sub School Coordinator will reestablish communication with the parent regarding the student absence.

Action:

- YLC or coordinator seeks explanation.
- Outlines to parent that in accordance with the policy, student needs to attend school.
- **Action:** record on TASS Notes (phone call, parent explanation & policy statement was given)

- If there is still no change to attendance since the follow up phone call/contact to restate expectations.
 - YLC contacts parent and informs them of the next step and they will receive a letter requesting a meeting with Sub School Coordinator
 - Parent will receive an email from the sub-school coordinator outlining the situation and need for the child to start attending school. **(Absentee Letter 1)**
 - Parent Meeting to outline attendance expectations and necessary supports.

Monitoring Absence following Absentee Letter 1:

- Following Absentee letter 1, continual monitoring of attendance by YLC and Sub-School coordinator is required.
- If attendance has not reached the agreed upon level after an appropriate amount of time (no less than two weeks), the Sub-school coordinator will reestablish communication with the parent regarding the student absence.

Action:

- If there is still no change to attendance since the meeting:
 - Head of Secondary or Primary contacts parent and requests a meeting.
 - Parent Meeting to outline attendance expectations and necessary supports.
 - Parent will receive an email from the sub-school coordinator outlining the situation and need for the child to start attending school or the enrolment may be cancelled. **(Absentee Letter 2)**

Monitoring Absence following Absentee Letter 2:

- Following Absentee letter 2, continued monitoring of attendance by Head of Primary or Secondary is required.
- If attendance has not reached the agreed upon level after an appropriate amount of time (no less than two weeks), the Head of Secondary or Primary will communicate with the parent regarding the student absence.

Action:

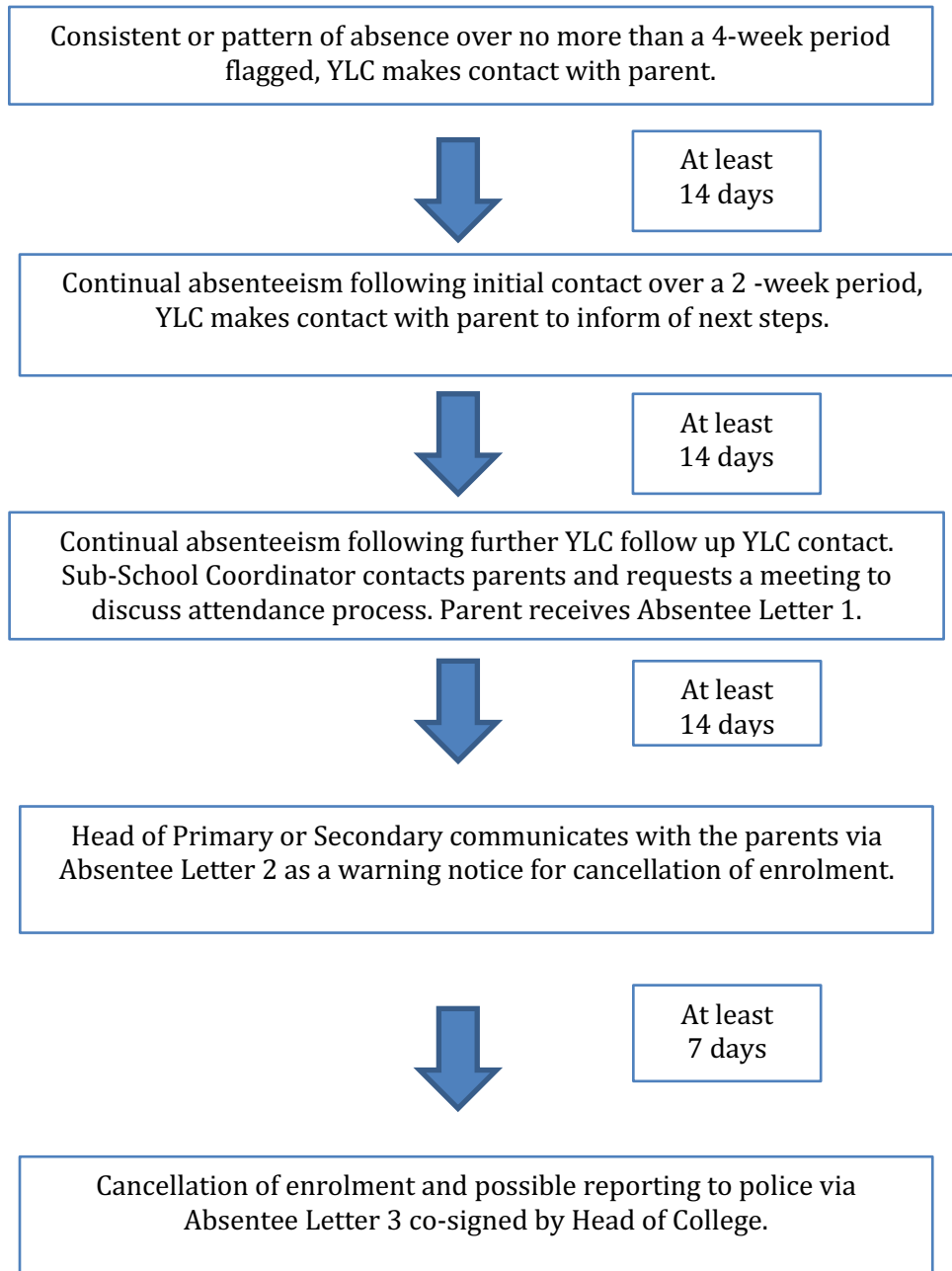
- If there is still no change to attendance since the meeting:
 - Head of Secondary or Primary contacts parent and outlines the conditions have not been met for continued enrolment and the student's enrolment at Mueller College will be cancelled. **(Absentee Letter 2)**



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Flowchart of Actions Required.





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7.0 EXTRACTS FROM EDUCATION (GENERAL PROVISIONS) ACT

Chapter 9 Compulsory schooling

Part 1 Compulsory schooling requirement

Division 1 Parents' obligations

Section 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—

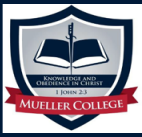
- (a) for a first offence—6 penalty units; or
 - (b) for a second or subsequent offence, whether or not relating to the same child of the parent— 12 penalty units.
- (2) Without limiting subsection (1), it is a reasonable excuse for a parent (the relevant parent) that—
 - (a) the child lives with another 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.

Section 177 What is attendance.

- (1) A child attends a State school or non-State school only if the child complies with the school's requirements about physically attending, at particular times, its premises or another place.
- (2) However, despite subsection (1)—
 - (a) a child enrolled in a program of distance education is taken to attend the school of distance education offering the program by completing and returning the assigned work for the program; and
 - (b) a child enrolled in an external program is taken to attend the State school or non-State school offering the program by complying with its requirements about communicating with or contacting the school for the purpose of participating in the program.

Section 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



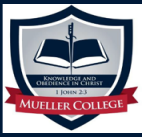
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- (ii) is not attending the State school or non-State school at which the child is enrolled, on every school day, for the educational program in which the child is enrolled; and
- (b) parts 2 to 4 do not apply to the child.
- (2) The officer may give 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 16, 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.

Chapter 10: Compulsory participation in education or training
Part 2: Participation in a program or course
Section 234: What is participation.

- (1) A young person is participating in an eligible option only if the person is—



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- (a) enrolled with the provider in the relevant program or course; and
 - (b) complying with the provider's attendance requirements for the program or course.
- (2) A young person is participating in an eligible option only if the person is—
- (a) enrolled with the provider in the relevant program or course; and
 - (b) complying with the provider's attendance requirements for the program or course.
- (3) The provider's attendance requirements for a program or course are the requirements about physically attending, at particular times, the provider's premises, or another place.
- (4) However, despite subsection (2)—
- (a) the provider's attendance requirements for a program of distance education are to complete and return the assigned work for the program; and
 - (b) the provider's attendance requirements for an external program are its requirements about communicating with or contacting the provider for the purpose of participating in the program or course.

Section 235: Full-time participation

A reference to full-time participation in an eligible option—

- (7) is a reference to participation in an eligible option at a level that is full-time under the requirements of the option; and
- (8) includes part-time participation in 2 or more eligible options to an extent that is at least equivalent to full-time participation in 1 option.

Example for paragraph (b)—

A young person is participating part-time in an educational program at a State school or non-State school (the *school program*) and part-time in a course of vocational education and training at a TAFE institute or statutory TAFE institute (the *VET course*).

The levels of the young person's participation are—

- (a) 60% of full-time participation in the school program
- (b) 40% of full-time participation in the VET course.

Section 236: Allowed absence.

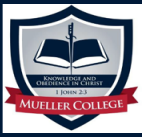
A young person's participation in an eligible option is taken to continue during an absence allowed under the requirements of the option.

Example—

A person enrolled in an educational program at a State school is absent for a day because of illness.

Part 4: Parents' obligation

Section 239: Obligation to ensure participation.



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- (3) Each parent of a young person in the compulsory participation phase must ensure the young person is participating full-time in an eligible option, 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.
- (4) Without limiting subsection (1), it is a reasonable excuse for a parent (the relevant parent) that—
- (a) the young person lives with another parent and the relevant parent believes, on reasonable grounds, the other parent is ensuring the young person participates full-time in an eligible option; or
 - (b) in all the circumstances, the relevant parent is not reasonably able to control the young person's behaviour to the extent necessary to ensure the young person participates full-time in an eligible option.

8.0 APPENDICES

- MC_Absentee Letter 1
- MC_Absentee Letter 2
- MC_Absentee Letter 3



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8.0 MC_ABSENTEE LETTER 1

Dear {insert name of Parent/Carer},

COMPULSORY SCHOOLING – ATTENDANCE AT SCHOOL

I am writing to inform you of my concern regarding {insert child's name}'s continued and regular absences from school. In particular {insert child's name} has failed to attend school on the following occasions in the past {insert period}:

{insert dates and times (if relevant) when the child has been absent}

Due to these absences {insert child's name} has missed a substantial amount of work. Consistent attendance at school is a significant factor in achieving better academic and social outcomes. New concepts and skills are taught and reinforced each day by the teachers. If {insert child's name} misses the introduction or the reinforcement of these concepts and skills, {he/she} is likely to have gaps in {his/her} learning.

You may be aware that in Queensland, the law requires parents to ensure their compulsory school age child is enrolled at school and attends school for the educational program on every school day. Compulsory school age starts when a child turns six years of age and finishes when the child turns 15 years of age. This is in accordance with the provision of the *Education (General Provisions) Act 2006*.

Where your child does not attend school, and you do not have a reasonable excuse, you could be prosecuted for an offence and be liable to a fine of up to 6 penalty units for the first offence, and up to 12 penalty units for each further offence.

If there are circumstances that make it difficult for {insert child's name} to attend every day, please contact me so we can work together to ensure {insert child's name} attends every day or an alternative option can be put in place for your child, if appropriate.

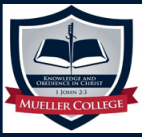
We will continue to monitor {insert child's name}'s attendance and hope that by bringing this matter to your attention, no further action will be required.

Please complete and return the section below to acknowledge your receipt of this letter.

Yours sincerely

Head of College

{insert school name}



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On _____ I received notification of {insert child's name} absences from school.

I would like to discuss this matter with school staff.

I can be contacted on telephone _____ to make an appointment.

Parent/guardian signature

Date



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9.0 MC_ABSENTEE LETTER 2

Dear {insert name of Parent/Carer},

NOTICE – COMPULSORY SCHOOLING – ATTENDANCE AT SCHOOL

I refer to my letter previous contact with you about your alleged failure to ensure your child {insert child's full name} attends school as per the enrolment contract and the lawful requirement that you have with respect to your child under *Education (General Provisions) Act 2006*.

We have continued to monitor {insert child's name}'s attendances, and {he/she} has been absent {insert number of times} times in the past {insert number of weeks}. {Insert child's name} was absent on:

- {insert dates and times of absence in the specified number of weeks}
- {Insert either: There has been no improvement in {insert child's name}'s attendance.

OR: While there has been some improvement in {insert child's name}'s attendance, it is still not satisfactory.}

I wish to work with you to ensure {insert child's name} has the best education possible. I would like to meet with you to discuss how we can improve {insert child's name}'s attendance. We may be able to discuss whether a transition plan is appropriate to suit {insert child's name}'s needs at this point in time. To this end, I have scheduled a meeting with you for:

- Date: {insert date}
- Time: {insert time}
- Place: {insert place}

If this is unsuitable to you, please contact the office to reschedule the meeting.

If you choose not to discuss the situation with us, this will be noted in {insert child's name}'s file. Please note that I may refer your child's case to an authorised officer of the Department of Education for further action.

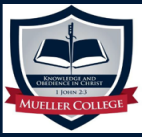
I remind you that in Queensland the law requires parents to ensure their compulsory school age child attends school for the educational program on every school day. Failure to meet this obligation may lead to prosecution and penalties.

Please complete and return the section below to acknowledge your receipt of this letter.

Yours sincerely

Head of College

{insert school name}



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On _____ I received notification of {insert child's name} absences from school.

I am confirming the appointment on {insert date, time and place}.

I can be contacted on telephone _____ to make an alternative appointment.

Parent/guardian signature

Date



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10.0 MC_ABSENTEE LETTER 3

Dear {insert full name of parent/s}

NOTICE OF OBLIGATION UNDER COMPULSORY SCHOOLING REQUIREMENT

Section 178(2) of the *Education (General Provisions) Act 2006*

We refer to our previous contact with you about your alleged failure to ensure your child {insert child's full name and DOB} attends school as per the enrolment contract and the lawful requirement that you have with respect to your child under the *Education (General Provisions) Act 2006*. Our contact with you has included {insert details of previous interaction and support offered – list dates and staff members involved}.

OR

I suspect that your child {insert child's full name}, who is enrolled with our school to attend compulsory full-time schooling, is still not attending school regularly as per the legal requirements under the *Education (General Provisions) Act 2006*.

Regretfully, I am now obligated 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, on every school day, for the educational program in which the child is enrolled.

As it is in your child's best interests to participate in a formal education program, I am obligated to issue you with this written notice under s.178(2) of the Act.

Your legal obligation

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

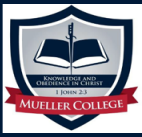
"Compulsory school age" is defined under s.9 *Education (General Provisions) Act 2006* as:

- (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.

Failure to comply with the obligation in s.176(1) of the Act, without a reasonable excuse, is an offence. If you are prosecuted for an offence, you may be liable to a fine of up to 6 penalty units for the first offence, and up to 12 penalty units for each further offence. Information about penalty units is available from <https://www.qld.gov.au/law/crime-and-police/types-of-crime/sentencing-fines-and-penalties-for-offences/>.

Proposed meeting

You are invited to a meeting at {insert place} on {insert date (note: meeting date must be set only at a date which is a reasonable period after the notice will have been given e.g. not two days after the letter is dated)} at {insert 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 make suitable arrangements.



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The purpose of the meeting is to discuss with you the compulsory schooling obligation that you have with respect to your child and his/her education. We can discuss any current issues regarding your child's program and whether an alteration to the program or a flexible arrangement could be put in place or whether in fact you have a valid reason for your child not attending as required by law.

Please be aware that if this matter cannot be resolved satisfactorily, it may be necessary for me to refer the situation to the Department of Child Safety for investigation and/or the Queensland Police Service for prosecution. This will also necessitate the termination of your child's enrolment contract with the school.

Please contact **{insert principal and phone number and/or email address}** should you wish to discuss the meeting, or to seek further clarification and assistance in this important matter relating to your child's education.

Yours sincerely

Authorised officer (Principal)

{Name}

{Position}



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11.0 MC_ABSENTEE LETTER 4

Dear {insert full name of parent/s}

WARNING NOTICE ABOUT OBLIGATION UNDER THE COMPULSORY SCHOOLING REQUIREMENT

Section 178(4) of the *Education (General Provisions) Act 2006*

I refer to my notice dated {insert date of notice} sent under s.178(2) of the *Education (General Provisions) Act 2006* (the Act). Section 176(1) of the *Education (General Provisions) Act 2006* (the Act) provides that each parent of a child of compulsory school age must ensure the child is enrolled with a school and that the child attends the school on every school day for the educational program for which the child is enrolled.

I am an authorised officer for the purposes of s.178 of the Act. I believe that despite my previous correspondence to you in relation to this matter, as far as ascertainable, {insert student's name}:

- is not enrolled at another school;
- has not been granted an exemption from the compulsory schooling requirements;
- is not registered with the Home Education Unit to undertake a home schooling program; and
- there is no reasonable excuse as per s.176(2) of the Act for the parent/s not ensuring that he/she attends as required

Please see the attached record of {insert name}'s absences (where relevant).

This letter is a **warning notice** to you under s.178 of the Act that I intend to recommend that proceedings be brought against you for failing to ensure your child participates full-time in an eligible option.

If you are prosecuted for an offence, you may be liable to a fine of up to 6 penalty units for the first offence, and up to 12 penalty units for each further offence. Information about penalty units is available from <https://www.qld.gov.au/law/crime-and-police/types-of-crime/sentencing-fines-and-penalties-for-offences/>.

I encourage you to contact me on telephone {insert phone number} or by email at {insert email address} if you wish to meet to discuss your obligation and / or any support you need to meet your obligation. You may wish to provide me with a reasonable excuse for why {insert child's full name} is not attending school as required.

It is our preference to satisfactorily resolve this matter, however, if I have not heard from you within seven days, I will have no option than to refer this matter to both the Department of Child Safety due to concerns about the welfare of your child and the Queensland Police Service for prosecution. Regretfully, this action will also result in the termination of your son / daughter's enrolment from the school.

Yours sincerely

Authorised officer

{Name}

{Position}



MUELLER COLLEGE

ABSENTEEISM AND ATTENDANCE POLICY

12.0 MC_ABSENTEE LETTER 5

{Insert date}

{Insert name}

Officer in Charge

{Station} Child Protection Investigation Unit

Queensland Police Service

{Insert address}

Dear {insert full name}

Re: Prosecution under section 176(1) of the *Education (General Provisions) Act 2006*

As Principal of {insert name of school}, I am obligated to report a matter of one of our enrolled students that is failing to attend school on a regular basis as required under legislation.

Section 176(1) of the *Education (General Provisions) Act 2006* (the Act) provides that each parent of a child of compulsory school age must ensure the child is enrolled with a school and that the child attends the school on every school day for the educational program for which the child is enrolled.

{Insert student name} is enrolled at {insert school name}, but {parent/s name/s} has failed to ensure that he/she attends regularly.

As far as ascertainable, {insert student's name}:

- is not enrolled at another school;
- has not been granted an exemption from the compulsory schooling requirements;
- is not registered with the Home Education Unit to undertake a home schooling program; and
- there is no reasonable excuse as per s.176(2) of the Act for the parent/s not ensuring that he/she attends as required.

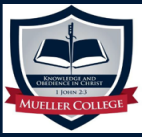
Under s.179(1) of the Act, proceedings for an offence against s.176(1) may be brought against a parent—

- (a) by the chief executive or with the chief executive's consent; and
- (b) only if the time when the parent is alleged to have committed the offence is after—
 - (i) the parent has been given a notice under s.178(2); and
 - (ii) at least 1 meeting has been held with the parent under s.178(3) or the parent has been given a warning notice under s.178(4).

Please find enclosed copies of relevant documents in this regard, namely:

- the Notice and Warning Notices that have been provided to the parents;
- a summary of the school's interaction with {insert parent/s full name/s} to encourage compliance;
- evidentiary certificates pursuant to s.407 of the Act.

Originals of all the above-mentioned documents can be provided as required.



MUELLER COLLEGE

ABSENTEEISM AND ATTENDANCE POLICY

I request that the appropriate steps now be taken to commence a prosecution of **parent/s name/s** for an offence against s.176(1) of the Act, for failing to ensure that **{insert student's name}** attends school on every school day for the educational program for which he/she is enrolled.

The contact details for all relevant persons are as follows:

- **{insert contact details for Authorised Officer (school and/or region), parent/s, and any other relevant witnesses}**

The school has also sent the family a notice of termination of enrolment and has provided relevant details to the Department of Child Safety out of concerns for the welfare of the student in question.

Should you require any additional information or require assistance to contact witnesses or obtain statements, please contact me directly on **{insert phone number}**.

Yours sincerely

Authorised officer (Principal)

Position

School