



TARANGANBA STATE SCHOOL
ABSENCE POLICY AND PROCEDURES
EVERY DAY COUNTS

Communicating your child's absences with the school

Parents are responsible for notifying the school within 2 days of student absence

You can let the school know by:

1. Phoning the school **49251888** to report the absence.
Provide the following information – student name, class, absence details and date and your name
2. Email absence information to **admin@taranganbass.eq.edu.au**
3. Responding to id Attend absence message by text to explain absence
4. Phone or visit the school to record reason for absence or future absence

Late arrival / Early Departure

Students who arrive after 8:45am are to report to the office to have arrival recorded and provide slip to teacher.
Parents report to the office for early departure slips and provide to teacher when collecting student.

Student absences 10 days or more

Obtain an **Exemption from Schooling** form to apply for approval for the absence.

The Principal approves absence and records on One School.