{Date}

{Student Full Name}

*For primary school students: send C/-parent and a copy to agent/ approved relative, where applicable.*

*For high school students: issue to the student and send a copy to parent/agent/approved relative.*

**BY EMAIL: {**[**name@email.com**](mailto:name@email.com)**}**

Or

**HAND DELIVERED**

*Post where the above options are not available*

Dear {student first name}

**WARNING: Your attendance at {school name}**

I have reviewed your OneSchool attendance records for this term (**attached**) and based on your current absences, you are at risk of failing to maintain satisfactory attendance.

You need to attend school, on time, each school day. Maintaining satisfactory attendance is a condition of your student visa. This is also stated in the International Student Programs (ISP) standard terms and conditions of your Enrolment agreement and the Attendance – subclass 500 (schools) visa Procedure (**attached**).

**Material considered**

*This is a list of information/documents you have considered – don’t add commentary.*

*List all documents in date order and attach to the letter.*

*Note the facts outlined below are based on the materials considered.*

* [Attendance – subclass 500 (schools) visa Procedure](https://ppr.qed.qld.gov.au/pp/attendance-subclass-500-schools-visa-procedure) (found at https://ppr.qed.qld.gov.au/pp/attendance-subclass-500-schools-visa-procedure).
* Enrolment agreement dated {insert date it was signed by student/parents}.
* Your OneSchool attendance record (**attached**).
* OneSchool record of contact (attached).
* Letter from {name and position} regarding your school attendance, {dated}.

**The facts**

In this section of the letter you tell the story, in order of events (earliest to latest). The story should make sense, so that a person not involved in this matter can read this letter and understand what has happened and why you have issued this letter.

These facts are based on the documents listed above under the materials considered.

Insert details of any contact you/school staff has had with the student/parent/homestay provider to discuss the student’s attendance. For example:

“On {day} {month} {year} {name}, international student coordinator, met with her/him to discuss your attendance at school.

{Insert details of what was said/agreed to at the meeting.}”

* Your attendance for this term is X% {date}.

**What happens next**

* You must attend a meeting at {time} on {day and date} at {location} with me and –
  + {Name}, International Student Coordinator
  + {Name}, Guidance Officer
  + {Name}, Teacher
  + {Name}, Deputy Principal.
* We will assist you by developing a plan to improve your attendance.
* {Your parent/approved relative/homestay provider should attend this meeting with you}.
* If you are having problems at school, there are people at school who can help you. Make sure you ask for help from your [insert name and position e.g. subject teacher, English as an Additional Language/Dialect (EAL/D) teacher, guidance officer].
* If it is a personal problem you can speak to me, the school guidance officer or you might like to contact: *list support people and support services, for example:*
  + your parent
  + your homestay family
  + a doctor(*I can help you to find a local general practitioner, if you don’t already have one*);
  + Kids Helpline[*https://kidshelpline.com.au/*](https://kidshelpline.com.au/) *or 1800 55 1800*
  + Lifeline[*https://www.lifeline.org.au/*](https://www.lifeline.org.au/) *or 13 11 14*
  + Beyond Blue[*https://www.beyondblue.org.au/*](https://www.beyondblue.org.au/) *or 1300 22 4636*
  + Headspace [*http://headspace.org.au/*](http://headspace.org.au/)

*The Translating and Interpreting Service (TIS National) provided by the Department of Immigration and Border Protection may be available for some of these services, please see* [*https://www.tisnational.gov.au/en/Non-English-speakers/Frequently-Asked-Questions*](https://www.tisnational.gov.au/en/Non-English-speakers/Frequently-Asked-Questions) *for further information. You can contact TIS National on 131 450.*

**Compassionate or compelling circumstances**

If compassionate or compelling circumstances apply (see your Enrolment agreement, **attached**) please tell me and bring any evidence (for example, medical certificates) to the meeting on {insert day and date from above}. Raising this with me, at your earliest opportunity, will allow school staff to support you to achieve satisfactory attendance. A temporary suspension of your enrolment may be possible in compassionate or compelling circumstances.

Please remember that if your attendance falls below **80%** in any school term, Education Queensland International (EQI) may report your unsatisfactory attendance to the Commonwealth Government and this may affect your student visa.

*{For high school students:* This letter will be forwarded to your parents, so they are aware of your school attendance.}

Should you have any concerns about this notice or if you or your parents have further information, evidence or materials you would like me to consider, please contact me, as soon as possible.

Yours sincerely

{signature block, including contact details}

{Name}

Principal (or delegate)

cc: parent/agent/approved relative/ Director, ISP/ destination school if applicable

Attachments:

1. Attendance report from OneSchool
2. Attendance – Subclass 500 (schools) visa Procedure
3. Enrolment agreement
4. List any other attachments e.g. OneSchool record of contact

Uncontrolled copy. Refer to the Department of Education Policy and Procedure Register at <https://ppr.qed.qld.gov.au/pp/attendance-subclass-500-schools-visa-procedure> to ensure you have the most current version of this document.