



MILES FRANKLIN PRIMARY SCHOOL

Achieving Educational Excellence in a Caring Environment

Alderman St Evatt, ACT 2617 – Ph: (02) 6142 2770



Refusing a Written Authority Procedure

Reviewed by: Monique Darragh

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Next review: 14.08.24

On receipt of a written authorisation from a parent/guardian that does not meet the requirements outlined in the *ACT Public Preschool - Acceptance and Refusal of Authorisation Procedure*, the Responsible Person will complete the following actions:

1. immediately explain to the parent/guardian that their written authorisation contravenes school policy, and that it cannot be accepted
2. ensure that the parent/guardian is provided with a copy of the relevant school policy and that they understand the reasons for the refusal of the authorisation
3. request that an appropriate alternative written authorisation is provided by the parent/guardian that complies with the requirements of the relevant school policy
4. ensure that procedures outlined in the relevant school policy are followed where a parent/guardian cannot be immediately contacted to provide an alternative written authorisation
5. follow up with the parent/guardian, where required, to ensure that an appropriate written authorisation is obtained.