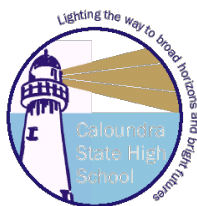


# Caloundra State High School



## Attendance Policy

All enquiries regarding attendance contact the Attendance Officer  
email: [attendance@caloundrashes.eq.edu.au](mailto:attendance@caloundrashes.eq.edu.au) or phone: 5436 8435

### Target

At Caloundra State High School we are committed to achieving 100% attendance for all students.

### Rationale

Research shows that regular attendance is integral to successful academic, employment and social outcomes. Accordingly, it is important that students, staff and parents/guardians have a shared understanding of the importance of regular student attendance.

### School community beliefs concerning the importance of attending school

It is important that students, staff and parents/guardians have a shared understanding of the importance of attending school. Caloundra State High School:

- is committed to promoting the key messages of *Every Day Counts* (see Departmental Policies below).
- believes all children should be enrolled at school and attend school all day, every school day.
- monitors, communicates and implements strategies to improve regular school attendance.
- believes truanting can place a student in unsafe situations and impact on their future employability and life choices.
- believes attendance at school is the responsibility of everyone within the community.

### Responsibilities

#### Parents/Caregivers

- To ensure their child attends school on every school day for the program in which they are enrolled.
- To provide a satisfactory explanation for all absences, that is, any time during which a student is not attending or participating in their educational program.
- To initiate contact with the school prior to any planned absences and submit a [Notification of Planned Absence form](#) to the Attendance Officer. Where this is not possible, parents must provide the reason for any absences prior to 9:30am on the day of absence, or within 2 days of the student's return to school. This may take the form of a medical certificate or a satisfactory written explanation for the absence.

- To contact the Attendance Officer if a child is to be absent for 10 school days or more to apply for an Exemption from Compulsory Schooling or Exemption from Compulsory Participation whichever is appropriate.
- To contact the School Guidance Officer or Year Level Deputy Principal if a student is refusing to attend school. Initiate or attend meetings to seek support and discuss their child's attendance or participation in their educational program.
- To provide a written note (signed and dated), email to the Attendance Officer ([attendance@caloundrashes.eq.edu.au](mailto:attendance@caloundrashes.eq.edu.au)) or phone the Administration Office on 5436 8444, if their child requires a *Leave Pass* to leave school early.
- To provide a written note (signed and dated), email to the Attendance Officer ([attendance@caloundrashes.eq.edu.au](mailto:attendance@caloundrashes.eq.edu.au)) or phone the Administration Office on 5436 8444 explaining any reason for their child being late to school.
- To advise the school of any change of address or phone numbers to ensure school records are accurate. Up to date data is essential in an emergency.

## Students

- To attend school each day, attending all timetabled classes.
- To be on time for all classes.
- To never leave school during school hours without permission from the school and without obtaining a *Leave Pass* from the Administration Office following parental permission.
- To always report to the Student Counter if arriving late or leaving early to/from school.

## School

- To monitor student attendance daily through roll marking at the beginning of each day in *Home Group* and using One School attendance marking on a lesson-by-lesson basis.
- To notify parents/guardians daily, regarding unexplained absences.
- To query inconsistencies in roll marking through the Attendance Officer. Notify the Line Manager or Year Level Deputy Principal regarding attendance concerns.
- To discuss individual attendance concerns with students and offer support to parents/guardians and students when school attendance has become a concern.
- To provide students with schoolwork, when appropriate, if they are, absent for extended periods. Note: **School work will not be provided for students absent due to holidays.**
- To inform students, staff and parents/guardians concerning Caloundra State High School's *Attendance Policy and Procedures* (including the Policy and Procedures for *late arrival*, *early departure* and *truanting*) and make this publicly available through the school's website, newsletters and enrolment package.
- To follow the Education Act and submit required documentation regarding students not attending school in either the Compulsory Schooling Phase or the Participation Phase.
- To inform students in the Participation Phase their enrolment may be at risk of cancellation, if they do not meet Caloundra SHS attendance requirements.

## Attendance Officer

- To monitor attendance, including whole day absences, part-day absences, excessive excused absences and lateness to school.
- To investigate reasons contributing to absences.
- To coordinate appointments for students and parent/guardians with the Guidance Officer, Deputy Principals and other relevant support personnel to enable parties to investigate reasons for absenteeism and explore options available.
- To follow up queries from teachers, parents and students regarding attendance issues.
- To be responsible for the integrity of the school's One School attendance data through timely recording, regular reviewing and accurate updating.
- To liaise with members of the school community regarding attendance concerns.

## Strategies for reporting and monitoring attendance

### Attendance

If students are absent from school at any time, parents/guardians should advise the school by 9:30am and provide a satisfactory explanation for the absence. They can do this by:

- Phoning the Attendance Officer on 5436 8435, before 9:30am.
- Leaving a message on the Absence Line 5436 8400.
- Replying to an absence SMS requesting a reason for the unexplained absence.
- Emailing the Attendance Officer. Email: [attendance@caloundrashes.eq.edu.au](mailto:attendance@caloundrashes.eq.edu.au)
- Logging into a QParents account

Caloundra State High School will maintain attendance records and monitor attendance of enrolled students through implementing the following procedures:

- All students must ensure they are on time for Home Group at 8:40am every day as this forms the basis for official daily attendance records and generates the data for absence texts.
- Teachers mark a roll for each class. Teachers will only mark students as attending if students are physically present in the classroom. The Attendance Officer will follow up any inconsistencies in attendance and report any concerns to the Line Manager or Year Level Deputy Principal.

### Lateness

- All students arriving late to school are required to sign in at the Student Counter at the Administration office and collect a late slip to provide to the class teacher.
- It is expected when a student is late for school the following process should be followed:
  - provide a note from their parents/guardians explaining their lateness, or
  - parents/guardians may phone the Administration Office with a valid reason ahead of their students' arrival, or
  - parents/guardians may reply to the text sent requesting a reason for their students' late arrival or
  - parents can email the Attendance Officer. email [attendance@caloundrashes@eq.edu.au](mailto:attendance@caloundrashes@eq.edu.au) prior to their students' arrival or
  - notify using QParents their students' lateness prior to their arrival.
- Students who continually arrive late to school will be required to attend an interview with their Year Level Deputy Principal or their Line Manager. Where there is a significant pattern of lateness, the parent may also be required to attend this meeting. School disciplinary absence

or cancellation of enrolment may be considered for students who fail to meet the school's attendance expectations.

### Arriving and Leaving During School Time

- All pedestrian and traffic gates are locked at approx. 8.40am and remain so until approx. 2.30pm every day.
- Once school has commenced, students are required to sign in or out via the student counter of the administration office – this is the only entry and exit point of the school once the school day has started.
- Students are not permitted to leave the school grounds, during school hours, without permission from a parent or guardian and the school. Parents/Guardians are required to contact the Administration Office to notify of the early departure.
- Students leaving early must obtain an early leave slip from the Student Counter prior to their leaving time. Slips must be obtained outside of class times.
- Parents/Guardians are required to pick up students leaving early **only** during break times - 11:10am or 1:00pm. Students will exit through the Administration Office only.
- Students **will not be** collected from classes during class time, unless it is an emergency.
- All appointments including appointments for doctors and dentists should be made outside of school hours.

### Truancy

- Students found to be truanting will be applied a consequence according to [Caloundra State High School's Student Code of Conduct](#).
- Regular patterns of truancy may lead to a student disciplinary absence (eg suspension), cancellation or where deemed necessary.

## Compulsory Schooling and Compulsory Participation

Students of school age have two phases of schooling. The Compulsory Schooling Phase and the Compulsory Participation Phase.

The *Compulsory Schooling Phase* starts the year a child turns 6 and ends when the child turns 16 or finishes year 10 whichever comes first. During this phase parents/guardians have a legal obligation to ensure their child attends school every day.

The *Compulsory Participation Phase* starts the year the child stops being of compulsory school age (i.e. reaches 16 or completes year 10) and ending when the child

- i. gains a senior certificate, certificate III or certificate IV; or
- ii. has participated in eligible options for 2 years after the child stopped being of compulsory school age; or
- iii. turns 17 years.

During this phase parents/guardians have a legal obligation to ensure their child attends the eligible option of their choice.

## Responses to absences

The school will mark students, as “absent”, for school activities, on or off campus. These absences **will not** be recorded as an absence for the purpose of report cards or school attendance data.

The school will mark students “absent with a reasonable excuse” for reasons such as illness, attending a funeral or religious observations. These absences **will** be recorded as an absence for the purpose of report cards and school attendance data.

The school will mark students “unexplained absence” when no reasonable excuse has been provided. These absences **will** be recorded as an absence for the purpose of report cards and school attendance data.

Procedures for *unexplained absences* are as follows:

Unexplained Absence	Response From School
1 day unexplained absence.	Text message sent requesting a reason for the absence. Parent to reply to text, call the absence line or call the office to give a reason for their child’s absence.
3 consecutive days absent without explanation.	<i>Student Absence Letter</i> generated and posted requesting reasons for absences. Parent/guardian signs and returns the letter with reasons for absences.
5 days absent without explanation.	Attendance Officer telephones parent/guardian requesting reasons for absences. Contact documented.
Continued unexplained absences.	Attendance Officer notifies support team e.g. Line Manager, Guidance Officer, Deputy Principal. Support Plan implemented if required.
10 Days absent without explanation or persistent unapproved absences.	Warning letter sent regarding pending legal process. Contact offered with support personnel.
15 consecutive days’ absence with no response to school or continued unapproved absences.	An authorised officer at the school, sends by registered post, notice outlining parents’ legal obligation and requesting a meeting with parent/guardian. Failure to illicit a response will see the student removed from active enrolment.

Please see the link below, **Roll Marking in State Schools** for information regarding all absence recording.

## Departmental Policies

### **Every Day Counts**

<https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts>

### **Managing Student Absences and Enforcing Enrolment and Attendance at State Schools**

<https://ppr.qed.qld.gov.au/attachment/managing-student-absences-and-enforcing-enrolment-and-attendance-at-state-schools-procedure.pdf>

### **Roll Marking in State Schools**

<https://ppr.qed.qld.gov.au/attachment/roll-marking-in-state-schools-procedure.pdf>

Policy endorsed by  
Caloundra State High School P&C Association  
10<sup>th</sup> May 2021