



Attendance Policy

“Every day and every lesson counts”

Purpose

Every day and every lesson counts because:

- **Higher student attendance = higher student achievement**
- **Higher student achievement = greater choices in life**
- **Higher student attendance = helping students build social and emotional skills**
- **Going to school is a legal requirement**

A parent of a child of compulsory school age is obliged to ensure their child attends school on every school day for the educational program in which he/she is enrolled. A parent of a young person in the compulsory participation phase is obliged to ensure that the young person is participating full-time in an eligible option. The duration and location of a student's educational program is determined by the school and may include sites other than the school site, for example, sporting grounds or TAFE. Any time during which a student is not attending or participating in their educational program is considered an absence and requires explanation.

Elanora SHS obligations with regards to attendance

- Monitoring of student attendance electronically for Form and each class.
- Letting parents know if your son or daughter is not at school – texting parents if a student has not signed in for the day.
- Following up any unexplained absences – letters sent at three days unexplained and for accumulated excessive absences.
- Working with parents to ensure maximum student attendance – parent phone calls and interviews.
- Acknowledging and celebrating student attendance – attendance term awards and report card notification.
- Setting an expectation / target around attendance of 95%

Parent obligations with regards to attendance

- Let the school know the reason for any absence in a timely manner.
- Ensure the absence is justified in line with this policy.
- Support the school attendance policy of “Every day and every lesson counts” and ensure appointments or obligations are kept outside of school hours where possible.
- Contact the school as soon as possible if you have problems getting your child to school.
- Parents are reminded sport is a compulsory part of the curriculum and as such has the same attendance expectations and requirements as any other school activity.

Justifiable absence

A decision is made about whether a reason offered to explain an absence is satisfactory. A reason will be considered explained if it identifies the absence as an allowed absence. Allowed absences are absences from school for up to 10 days due to illness and absences from compulsory participation allowed under the requirements of the student's eligible option.

Reasons for which an absence may be allowed include: Medical or dental treatments or procedures, specialised training, sporting events other than those associated with the school or the education system, funerals, cultural reasons or family reasons.

An absence for which a satisfactory reason has not been provided is considered an unexplained absence.

Unexplained absence

Processes are implemented when an unexplained absence persists for more than 10 consecutive school days. This may include cancellation of enrolment for senior students. While the school implements processes to encourage the compulsory schooling and compulsory participation provisions the student remains enrolled and marked as an unexplained absence. The student remains on the roll unless:

- The student resumes attendance at another school and their enrolment is transferred, or
- The student participates in a different eligible option as per Exemptions from Compulsory Schooling and Participation found at <http://ppr.det.qld.gov.au/education/management/Pages/Exemptions-from-Compulsory-Schooling-and-CompulsoryParticipation.aspx>. Parents who are looking at withdrawing their child's enrolment from Elanora SHS should check with the relevant member of administration or Dean of Students to ensure appropriate guidelines under the above policy are followed.
- Student absence will be regarded as either "Explained" or "Unexplained" absence. The Principal has the responsibility to determine if an explanation is considered satisfactory in accordance with departmental guidelines. If the explanation is considered satisfactory the absence will be recorded as approved. If the explanation is not considered satisfactory the absence will be recorded as unapproved. In general, wherever possible, a medical certificate is requested to support an approved absence.

Part-day absences

Students may not leave the school grounds unless permission has been obtained and given. Permission is given if an explanatory parental note is provided offering a reasonable explanation or phone contact is made with a member of the administration or DOS. If a student leaves the school site without providing a satisfactory reason for their absence, their absence is recorded as an unexplained absence.

Lateness

Students who are late need to obtain a late slip from the attendance officer. Students who are late to class without due reason violate the Elanora SHS Responsible Behaviour Plan For Students and the school rule "Be on time". Consequences will be given in line with school policy. Students who repeatedly miss lessons in a particular subject due to lateness or unapproved leave, may exceed the limit of attendance for that subject and receive a deferred or not rated for that subject.

Eligibility for Certification at Conclusion of Year 12

To receive a Queensland Certificate of Education (QCE) Elanora SHS requires attendance that meets the minimum time requirements to complete the course. A total of 20 unexplained absences over Years 11 and 12 are considered the absolute maximum absence. Anything beyond that would require special consideration and negotiation with the Principal and/or Guidance Officer.

A child **of compulsory school age** is considered to be less than 16 years or has not completed Year 10. The compulsory participation phase starts when they turn 16 or have completed Year 10. It ceases when they have gained a QCE, Certificate III or IV, has participated in eligible options for 2 years or turn 17.