Every day counts … because children achieve better when they attend school all day, every day.

Every day counts … because going to school means getting a better chance at life.

Every day counts … because school helps children build social and emotional skills such as communication, teamwork and resilience.

School Responsibilities

What you can expect from the school.

- Effective teaching strategies to engage your child in learning
- Strategies to help you encourage your child to go to school
- Monitoring of student attendance through daily roll marking and class roll marking
- Monitoring overall school attendance using attendance checks regularly throughout the term
- Notifying you if your child is not at school
- Following up any unexplained absences as soon as is practicable and taking all reasonable steps to ascertain whether a reasonable excuse for absence has been provided.

Support for Families

If your child does not want to go to school, or is missing school without your permission, contact the relevant Deputy Principal immediately for assistance and support.

Alexandra Hills State High School has a range of welfare and attendance staff and support services to help guide students with attendance concerns.

IF YOUR CHILD WILL NOT BE ATTENDING SCHOOL FOR THE DAY

Contact the school by either:

Phoning the Absence Line on 3820 1402

and leaving a message explaining your child’s absence or

Emailing the Attendance Officer at studentabsences@alexhillshs.eq.edu.au

Please state your child’s full name, year level and a short reason for the absence.

ALEXANDRA HILLS STATE HIGH SCHOOL
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Alexandra Hills State High School is committed to providing a safe and supportive learning environment for all students which facilitates their educational needs.

We aim to maximise student learning opportunities and performance by ensuring that students attend school regularly and without unnecessary absences.

Parent responsibilities

The Education (General Provisions Act) states that each parent of a child of compulsory school age has the obligation to ensure their child is attending school on every school day, for the educational program in which the child is enrolled unless you have a reasonable excuse. You must not keep your child away from school for minor reasons.

You should also:

- Ensure your student arrives at school on time every day.
- Minimize disruption to the student’s school day so they have the best opportunity to learn.
- Avoid holidays during school time but contact the school at least two weeks prior to any planned absence and complete the Extended Student Absence Process.

What is a reasonable excuse for absence?

The following circumstances will be considered absences for which a reasonable excuse is acceptable:

- Illness, infectious or contagious disease
- Death or illness of a member of the student’s family
- Medical or dental treatments
- Legal requirements

A student who is participating in one of the following activities are recorded as not physically present on the school site but will not be considered absent from school:

- A school activity ie participating in an authorised activity for school purposes
- School excursion
- Off Campus Activity ie participating in an authorised activity that is away from the school campus eg TAFE, School Based Traineeship
- Sport – representing the school, district, region, state or country at a sporting event approved by the school

Provide an explanation within two days of the students’ return to school after an absence. This may take the form of:

- A medical certificate
- A written explanation or email containing the student’s name, dates and reasons for absence
- A verbal explanation through either a phone call or visit to the school.

Parent Responsibilities continued...

The following circumstances will be considered absences for which there is not a reasonable excuse given:

- Unexplained absence—when no explanation for a student absence has been offered to the school by the parent
- Leisure activities – shopping, visiting friends and relatives, family or social occasions
- Staying home to finish homework and / or assignments

Taking holidays during scheduled term time is strongly discouraged.

Lateeness / Early Departure:

Students arriving late for school are to report to the attendance window with their student ID card and a signed parent note for a printed Late Slip which is to be presented to the classroom teacher.

Students requiring an early departure must present a note from their parent / guardian outlining the reason for the early departure to the relevant Deputy Principal before school. It is very disruptive when parents do not send a note, but instead arrive at the School Office, requiring that a student be sent for. The note which will be signed by the Deputy Principal must be presented at the attendance window (with a student ID card) when signing out for early departure.