

ALEXANDRA HILLS
STATE HIGH SCHOOL

ATTENDANCE POLICY



Rationale

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.

At Alexandra Hills State High School a key priority is for every student to **attend school all day every day**. Alexandra Hills State High School expects that 95% whole school day attendance is the minimum acceptable level.

School community beliefs about the importance of attending school

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Alexandra Hills State High School

- is committed to promoting the key messages of Every Day Counts
- 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 in the community.

Responsibilities

School responsibilities:

- 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
- Effective teaching strategies to engage your child in learning
- Strategies to help you to encourage your child to go to 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
- Providing student attendance and absence figures on student reports

Student responsibilities:

- Attend school unless reasonable and valid grounds exist for them to be absent
- Remind parents to email, phone or return a note when absent from school

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 they have a reasonable excuse. Parents must not keep their child away from school for minor reasons.

Parents should also:

- Ensure their 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.
- 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.

Parents should contact the school by either:

Phoning the Absence Line on **3820 1402** and leaving a message explaining their child's absence or emailing the Attendance Officer at studentabsences@alexhillshs.eq.edu.au **stating the child's full name, year level and a short reason for the absence.**

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.

Strategies

At Alexandra Hills State High School we promote 100% attendance by:

- Emphasising the importance of absences from school at year level assemblies, in form classes and at parent nights and discussing acceptable and unacceptable reasons for being absent
- Following the electronic roll marking procedures during the school day
- Contacting parents / guardians via a text message in the afternoon when a student is absent from school
- Regular monitoring and reviewing of individual attendance data
- Distributing attendance data regularly to form teachers for discussion with students
- Implementing attendance incentives for students with 100% and 95% or more whole school day attendance and celebrating attendance achievements
- Displaying “Attendance Matters” posters in form classes
- Providing rich learning experiences in all classrooms that encourage students to learn
- Helping students who are at risk of poor attendance to improve school engagement

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.

Responses to absences

When a student is absent without explanation for 3 days or a pattern of absences has been identified, Alexandra Hills State High School will take the following actions:

- The parent or carer will be contacted by the Attendance Officer (by phone or mail /email) to determine if there is a reasonable excuse for the absence/s
- All contact and attempted contact with parents regarding student absences will be recorded in OneSchool attendance. This includes (where deemed necessary by the Principal) the reporting of persistent and/or unexplained absences to Education Queensland, the Queensland Police Service and the Department of Child Safety

Reporting and monitoring attendance

At Alexandra Hills State High School reports of absence or truanting are taken seriously. Students, parents, members of community and school staff may report an absence in the following ways:

- 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
- Making an appointment with the relevant Deputy Principal, Head of Department Student Welfare or Guidance Officer

Parents should contact the school by either:

- Phoning the Absence Line on 3820 1402 and leaving a message explaining their child's absence or
- Emailing the Attendance Officer at studentabsences@alexhillshs.eq.edu.au stating the child's full name, year level and a short reason for the absence.

Some related resources

Every Day Counts

<http://education.qld.gov.au/everydaycounts/index.html>

Departmental Policies and Procedures

[Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)

[Roll Marking in State Schools](#)