



## WE BELIEVE EVERY DAY AT SCHOOL COUNTS

- Every day counts because children achieve better when they attend school.
- 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.
- Every day counts because going to school is a legal requirement.
- **We have a goal of 93% attendance for all students.**

### Categorising attendance rates

Table 1 presents the standard range of attendance rates used for describing student attendance.

**Table 1: Categorising student attendance rates**

Attendance Rate	Approximate school days missed per year
99% – 100%	0-2
95% – <99%	3-10
90% – <95%	11-20
85% – <90%	21-30
<85%	>30

Late to school/ leaving early

### What the law says

- Under the law, parents must make sure their children are enrolled and attend school on all days unless they have a reasonable excuse.
- A written note from home, or a phone notification on the **school line 54404222** (select appropriate option) or text message on **0427 060 455** is required for all absences.
- Q Parents can also be used for notifying of absences.
- Parents must not keep their children away from school for minor reasons.
- Under the law, schools must monitor attendance of students.

### Students leaving school early

- It is the expectation at Sunshine Beach High that once a student arrives at school they remain at school for the day.
- Students who need to leave school during the day must present a note from their parents at the **Attendance Window** before the start of the school day.
- Students who comply with the above requirements will be issued with a LEAVE REQUEST which allows student to leave class to go to the office to meet their parent/caregiver and sign out.
- Students are required to sign out upon departure.
- It is difficult and inappropriate for a class to be interrupted by a student being asked to leave because a parent has arrived to collect them, when no notification has been given.
- Prior notification, at least 90 minutes before collection, needs to be given to the school in order for a student to be signed out.
- Students who leave school early because of an appointment or they are sick **MUST** be collected by a parent or caregiver.
- Students who become sick during the day are to report to the Administration. A member of Administration will then contact a parent/caregiver.
- Students will, in general, not be allowed to leave on their own during school time.

### **Late to school**

- All students who arrive after the start of the official school day will be required to receive a LATE PASS from the Attendance Window. This will be verified by a member of Administration team.
- A late pass records date, time of arrival and reason for late attendance.

I thank all of our community for your continued support of our great school and for assisting in ensuring our policies and procedures are adhered to.

### **Late Arrivals to Class**

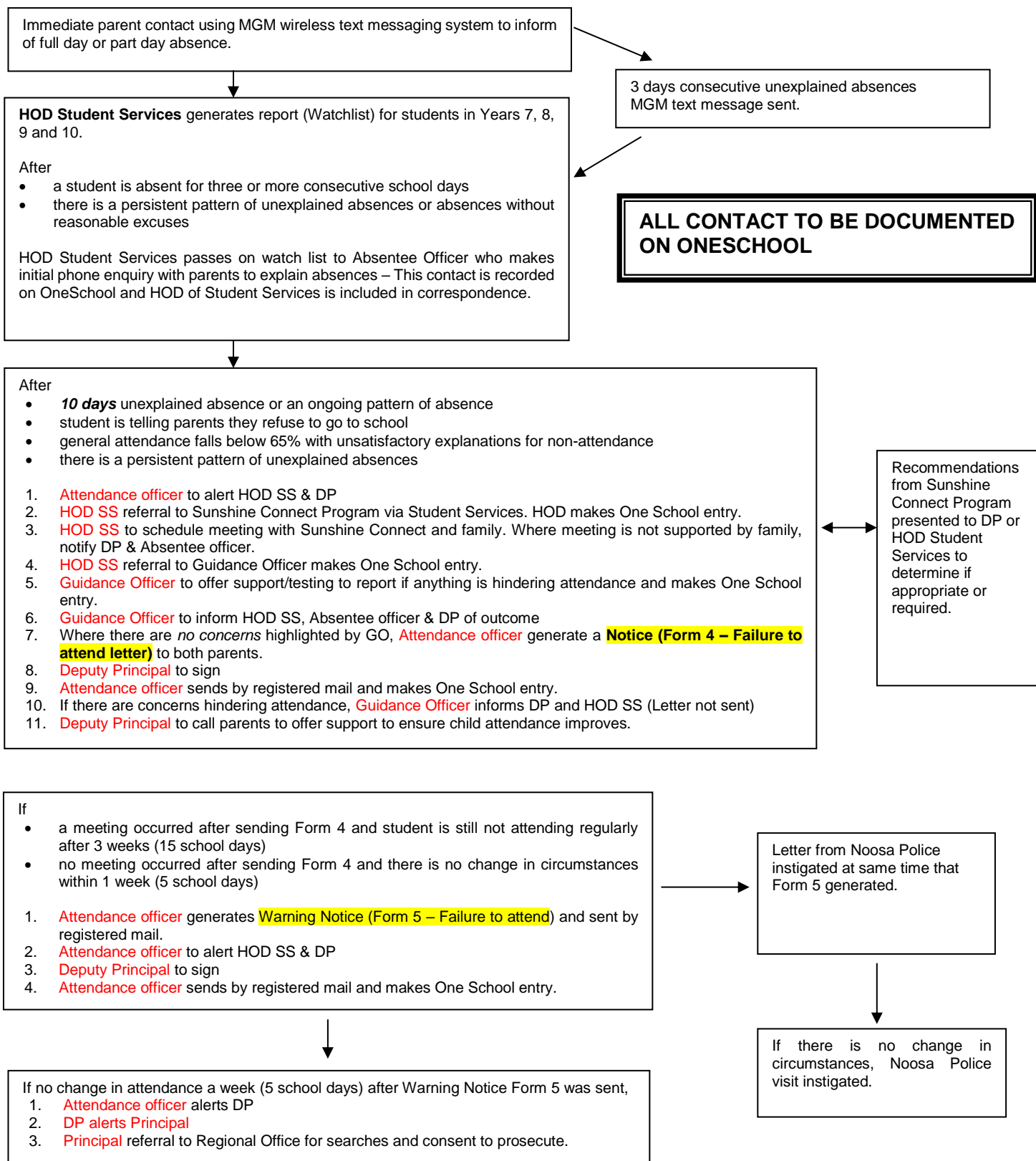
- If for any reason a student is late from one class to another, the student must have a late note from the teacher or Administration team member who delayed them. If a student has no valid reason, the time lost is to be made up with the classroom teacher. This includes students who arrived at school on time but were late to arrive at class.

### **Truancy from an individual subject / class**

- The expectation is that classroom teachers will follow up with students to ensure they catch up on the work they missed. It is reasonable for a teacher to ask the student to attend a detention or set extra homework.

**EPPR: Enforcement of Compulsory Schooling and Compulsory Participation Provisions**  
**Flowchart B: Process for Persistent Truancy or Absenteeism for Children of Compulsory School Age**

**Years 7, 8, 9 and 10**  
 Unexplained absences per year



EQ Policy: Flowchart C: Process for Persistent Truancy or Absenteeism for Young People in the Compulsory Participation Phase (Senior Schooling)

Years 11 and 12

**Student absence for individual subject lessons:** The classroom teacher contacts home and follows up. If persistent, teacher may ask HOY to support.

