Sunshine Beach State High School Policy and Procedures



Attendance Policy

Reviewed: January 2022

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.

Years 7, 8, 9 and 10

Unexplained absences per year

Immediate parent contact using MGM wireless text messaging system to inform of full day or part day absence. 3 days consecutive unexplained absences MGM text message sent. HOD Student Services generates report (Watchlist) for students in Years 7, 8, 9 and 10. After a student is absent for three or more consecutive school days there is a persistent pattern of unexplained absences or absences without ALL CONTACT TO BE DOCUMENTED reasonable excuses ON ONESCHOOL HOD Student Services passes on watch list to Absentee Officer who makes initial phone enquiry with parents to explain absences - This contact is recorded on OneSchool and HOD of Student Services is included in correspondence. After 10 days unexplained absence or an ongoing pattern of absence student is telling parents they refuse to go to school general attendance falls below 65% with unsatisfactory explanations for non-attendance there is a persistent pattern of unexplained absences Recommendations from Sunshine Attendance officer to alert HOD SS & DP Connect Program HOD SS referral to Sunshine Connect Program via Student Services. HOD makes One School entry. 2. presented to DP or 3. HOD SS to schedule meeting with Sunshine Connect and family. Where meeting is not supported by family, HOD Student notify DP & Absentee officer. Services to HOD SS referral to Guidance Officer makes One School entry. 4. determine if Guidance Officer to offer support/testing to report if anything is hindering attendance and makes One School 5. appropriate or required. Guidance Officer to inform HOD SS, Absentee officer & DP of outcome 6. Where there are no concerns highlighted by GO, Attendance officer generate a Notice (Form 4 - Failure to 7. attend letter) to both parents. Deputy Principal to sign Attendance officer sends by registered mail and makes One School entry. 9. If there are concerns hindering attendance, Guidance Officer informs DP and HOD SS (Letter not sent) 10. Deputy Principal to call parents to offer support to ensure child attendance improves. lf a meeting occurred after sending Form 4 and student is still not attending regularly after 3 weeks (15 school days) Letter from Noosa Police no meeting occurred after sending Form 4 and there is no change in circumstances instigated at same time that within 1 week (5 school days) Form 5 generated. Attendance officer generates Warning Notice (Form 5 - Failure to attend) and sent by registered mail. 2 Attendance officer to alert HOD SS & DP 3. Deputy Principal to sign Attendance officer sends by registered mail and makes One School entry. there is no change in circumstances. Noosa Police visit instigated. If no change in attendance a week (5 school days) after Warning Notice Form 5 was sent, Attendance officer alerts DP 1. DP alerts Principal 2. 3. Principal referral to Regional Office for searches and consent to prosecute.

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.

