

ATTENDANCE POLICY

KEEBRA PARK
STATE HIGH SCHOOL



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During the course of your child's school years, Keebra Park State High School expects fulltime attendance by students so that the best learning outcomes can be achieved. At Keebra Park SHS we firmly believe that every day counts.

Attendance at school is a legal requirement. Under the Education (General Provisions) Act 2006, and as outlined in departmental policy, a parent/carer of a child of compulsory school age is *obliged to ensure that their child attends school on every school day* for the educational program in which he/she is enrolled.

For students in Years 11 & 12, the Queensland Curriculum & Assessment Authority mandates fulltime attendance in order to fulfil course requirements.

Keebra Park State High School expects students to attend school **every lesson, every day** unless illness or a serious family emergency occurs. The school expects that families make every effort to schedule appointments, family activities/vacations outside of school hours and/or during school vacation time.

General Procedures:

1. Students are expected to arrive on time for the commencement of home group each day.
2. All students arriving and/or departing the school other than at the normal school times are required to sign in/out via student services.
3. In event of absence, a note, text or phone call from parent/carer stating the reason, is required.
4. The school will notify parents/caregivers via SMS message if a student is absent from school or late to school, if prior notification is not received.
5. It is expected that the student's parent/carer provide an explanation that indicates the reason for an absence from school.
6. Only illnesses supported by medical documentation will be considered for attendance exemption.
7. Other approved school absences include: school representation, school traineeships, school work experience and school representative sport (validated by documentation from governing body).
8. If an explanation is not forthcoming the absence will be deemed **unexplained**.
9. Students arriving late with non-validated reasons can expect to receive a disciplinary consequence.
10. Parents will be notified of this disciplinary consequence via SMS.

For students with a pattern of unexplained absences, and/or lateness or poor attendance, Keebra Park State High School has a wellbeing team that will provide support for attendance issues. Staff involved take a case management approach ensuring that every student with a pattern of unexplained absences receives support and intervention.

The school will also liaise with a number of external agencies to support young people who are not attending school regularly including: the Regional Engagement Officer, Department of Child Safety, and the local Police Service.

WHOLE DAY ABSENCE: Students recorded as absent from school must have their absence explained with supporting evidence (such as a medical certificate) by a parent or carer through contact with the school by:

- (a) Phone call to the student services on 55092555, operational 24 hours a day
- (b) An SMS to 0417 652048 by 8.15am daily (include student name, year level and reason for absence)
- (d) A written note to be handed to the home group teacher by the student on the day of return
- (e) Contact via QParents

LEAVING SCHOOL EARLY:

- (a) Students must ALWAYS present to the student services office to request to leave the school early.



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- (b) The request must be validated by a parent/guardian phone call to the office or by note, prior to the student's departure from the school.
- (c) Leave passes may be issued from the school office before the start of classes or during breaks.
- (d) Leave passes will only be issued for emergency situations or appointments. For example, a leave pass will NOT be issued to purchase food from outside the school or to spectate at a sporting event.

Celebration of excellent attendance rates:

The Keebra Park school community celebrates successes at both the individual and whole school level. Students who achieve attendance targets may be invited to attend celebration assemblies and end of semester excursions. Students who maintain 92% are eligible for invitation to all non-compulsory school events and extra-curricular activities.

Monitoring Attendance: Traffic Lights

Attendance	Percentage	Possible School/ Administration Response
	0-79%	<ul style="list-style-type: none"> • Ineligibility non-compulsory events • Ineligibility for Academy/Specialist Programs • Individual Case Management (Dean, HOD, Deputy) • Parent contact via phone and email • Possible N rating • Flexible timetable option • Individualised Attendance Improvement Plan • Enforcement of Attendance process • Referral to Regional Engagement Officer
	80-91%	<ul style="list-style-type: none"> • Ineligibility for non-compulsory events • Management by home group teacher • Home group teacher to contact year level Dean • Parent contact via phone or email • Parent consultation and feedback • Student discussion and support strategies provided
	92-100%	<ul style="list-style-type: none"> • Target Range Met • Recognition/ Reward • Eligibility for non-compulsory events/representation • Eligibility for leadership positions • Invitation to attendance celebrations • 100% Attendance Certificates

Resources:

Every Day Counts:

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

Roll Marking in State Schools

Every day counts - Is your child at school today?

www.education.qld.gov.au/everydaycounts



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