

Attendance Policy – Cavendish Road SHS

STUDENT ATTENDANCE AT SCHOOL – THE SCHOOL TARGET IS 95%

Our school is committed to and implements Education Queensland Roll Marking in Schools Policy. Every parent of a child of compulsory school age (up to year 10) or a young person in the compulsory participation phase (years 11 and 12) has a legal obligation to ensure their child is enrolled and attending school **or** participating in an eligible option.

It is critical that a school seeks to bring out the best in young people and takes measures to ensure that students are at school as consistently as possible. There is a strong correlation between the success of our students and attendance. Young people have every reason to attend every day due to the opportunities, care and dynamism at Cavendish Road State High School .

Parents and carers of students enrolled at Cavendish Road State High School take their parent obligations seriously. Student attendance is closely monitored, recorded, encouraged and supported. Student attendance on average is very high.

Optimal attendance is encouraged and expected, students may be acknowledged for their high attendance. Students with genuine difficulties impeding high attendance, for example, through chronic ill health, are supported and are not penalised by denial of access to non-curriculum events.

All student absences are expected to be reported and an explanation for absence provided to the school by parents or carers on a daily basis. Unexplained absences are not to be accrued.

Our school regards roll marking accuracy to be a priority in maintaining duty of care and ensuring the safety of students. Rolls are marked officially twice per day, once in the morning and once in the afternoon. Class rolls are marked each and every lesson of the day. Whole, part day and lesson absences are reconciled each day. Parents and carers of students marked absent in the morning will receive an SMS text to the first nominated mobile phone number advising of their child's absence. Replying to the text message ensures parent explanation is recorded.

Our processes for monitoring and reporting on student attendance are an important part of our capacity to do the best that we can for your child. However, in order for these processes to be effective, we require the support and good will of our families.

You can provide practical support for us in the following ways:

Please notify us as soon as possible if your child is absent from school – phone 3394 0736, text 0429 843 799 or email attendance@cavendishroadshs.eq.edu.au

- Please limit the number of absences to those that are absolutely necessary.
- Holidays outside the gazetted school holidays are not considered an acceptable absence.



- Respond to text message that you may receive concerning your child's absence as soon as possible.
- Send a note with your child to the school within two days of their return to school if you have not already contacted the school by phone or email to explain the absence.
- Ensure that your mobile phone number and email address is kept up to date in the school records. If you have recently changed phone numbers, please contact the school office on 3394 0777 during office hours.

Exemptions from Compulsory Schooling and Compulsory Participation

WHAT IS AN EXEMPTION AND WHY DO I NEED IT?

Decisions about exemptions are made by the principal of the school the student attends. Parents can apply for an exemption from this obligation when their child cannot attend or it would be unreasonable in all the circumstances for their child to attend school or participate in an eligible option for a period of more than 10 consecutive school days.

Situations where an application for an exemption may be made include:

- Chronic illness
- Family upheaval
- Cultural or religious reasons

If your child is exempted from compulsory schooling, you are excused from your obligation for your child to attend their compulsory schooling or compulsory participation.

The school principal is not responsible for providing an educational program to your child, however, the principal

- must be provided with sufficient evidence to approve an application for exemption
- must be satisfied the exemption is in the best interests of the child
- may provide an exemption for no longer a duration than 12 months
- may provide advice on other educational options available.

APPLYING FOR AN EXEMPTION

You are encouraged to discuss with the school whether an application for exemption is a suitable option. The school can provide you with an Application for Exemption Form (PDF, 150KB). It is important that supporting documentation and evidence are attached to the application.

When a decision about the exemption has been made, you will be informed in writing whether or not the exemption has been granted and if any conditions have been imposed. If you are not satisfied with the



decision made, you can make a submission for the decision to be reviewed.

For further information on student attendance please visit the Department of Education External link.