



Cavendish Road State High School

Attendance Policy

RATIONALE

Regular attendance at school is central to both schooling success and later employment. Students must attend school each day. Legal requirements of attendance pertain to all students. It is a legal requirement to explain all absences.

- Punctuality and regular attendance are essential.
- All students from Year 7 through to Year 12 are required to attend ALL TIMETABLED CLASSES in every one of their subjects. Class rolls are marked every period.
- Attendance at school each day is a legal requirement under the Education General Provision Act 2006.
- Attendance Rolls are legal documents which are subject to checking by the Department of Education, Training and Employment.
- Full attendance gives students the optimum chance for success.

AIMS

To provide students with every opportunity to achieve to the best of their ability and to create clear and consistent processes pertaining to attendance.

PROCEDURE

Student attendance is taken in each lesson. Student attendance is first taken at 8:40am during each student's Peer Support lesson. Students are required at school by 8:40am to ensure they arrive at their Peer Support lesson in adequate time.

Teachers will only mark a student as being in attendance if the student is physically present in the classroom. Students must not be late for their first class or other classes without a valid excuse. Students repeatedly late to Peer Support will be referred to their Year Co-ordinator.

All student absences must be explained by parents. This can be done by contacting the school's absence line on 3394 0703, attendance@cavendishroadshs.eq.edu.au or by writing a note and having it delivered to the school by the student. All absences require explanation by the parent or guardian.

Students who arrive at school after the Peer Support meeting must report to the Main Office with their ID card to obtain a late pass.

Student attendance in each lesson is monitored and students truanting class or with anomalies will be addressed by the school attendance officer initially, but if there are persistent issues, this will be managed by the appropriate Year Level Coordinator. Students truanting lessons disciplined. Parents will be notified if students are caught truanting school or lessons.

Lateness to School

1. Students who arrive late to school are required to report to the main office, sign in and read the daily notices.
2. Students will be issued with a date and time stamped ID late slip to present to their class teacher.

Students who continually arrive late at school will be required to attend an interview with the appropriate Year Co-ordinator and their parents. Cancellation of enrolment may be considered for the students who fail to respond.

RIGHTS AND RESPONSIBILITIES

Parents/Guardians

- If a student cannot attend school, the parent / guardian should phone, email or write a letter explaining the reason for the absence. The student must give the note to their Peer Support teacher on the first school day following the absence. The approved absence will be recorded on ID Attend by the attendance officer.
- If a student needs to leave school early, a written note from the parent/guardian is to be presented to the student counter in the Main office during first break. The student will then be issued with a Leave Pass.
- Students are not permitted to leave school without a Leave Pass.
- If an absence is to be for an extended period of time (eg. family reasons or illness), parent/guardians should contact the Attendance Officer or Year Coordinator.
- If a student refuses to attend school, contact the school Guidance Officer or relevant Year Level Coordinator for support.
- Parents / Guardians must advise the school of any change of address or phone numbers to ensure school records are accurate. Up to date data is essential in an emergency.

Students MUST:

- Attend all classes on time, with the necessary equipment.
- Never leave the school during school hours without permission from parent/guardians or the school and without getting an appropriate Leave Pass from the Administration Office.
- Ensure all missed school work is completed.

The School:

- Monitors attendance daily.
- Notifies parents/guardians of unexplained absences.
- Provides students with school work when they are absent for legitimate extended periods of time.
- Offers support when school attendance has become a problem.
- Notifies the relevant authorities if non-attendance persists.