# Attendance Policy (Updated 29.10.2020)

## 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.

- 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 8:45am each morning. Students are required at school by 8:40am to ensure they arrive at their first lesson in adequate time.

Teachers will only mark a student as attending 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.

Parents / Guardians must explain all student absences. This can be done by contacting the school's absence line on 3394 0736, 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.

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 Deputy Principal. Parents will be notified if students are caught truanting school or lessons.

**Lateness to School**

Students who arrive after 8:45am are required to report to Student Services, sign in and read the daily notices. Students will be issued with a date and time stamped ID Attend late slip to present to their class teacher. Students repeatedly late to school will be referred to the appropriate Deputy Principal.

## RIGHTS AND RESPONSIBILIES

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 Student Services on the first school day following the absence. The attendance officer will record the approved absence on ID Attend.

- If a student needs to leave school early, a written note from the parent/guardian is to be presented to Student Services 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, Dean of Year or Deputy Principal.

- If a student refuses to attend school, contact the school Guidance Officer or relevant Dean of Year to seek 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:

- 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 schoolwork is completed.


The School:

- Records student attendance accurately and in a timely manner.

- Monitors attendance daily.

- Notifies parents/guardians of unexplained absences.

- Provides students with schoolwork when they are absent for legitimate extended periods.

- Offers support when school attendance has become a problem.

- Notifies the relevant authorities if non-attendance persists.