

# ATTENDANCE POLICY



The Education Queensland policy states that:

*A parent 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. A parent of a young person in the compulsory participation phase is obliged to ensure that the young person is participating full-time in an eligible option.*

*The duration and location of a student's educational program is determined by the school and may include sites other than the school site, for example, sporting grounds, museums or TAFE. Any time during which a student is not attending or participating in their educational program is considered an absence and requires explanation.*

*While a school may have general expectations about the attendance and participation of students according to their year level, these do not have to apply to all students in a particular cohort at all times. The requirements about physically attending the school premises are decided at the school level, and can be negotiated according to school, community, family and individual circumstances at a particular time to develop an alteration to a student's educational program. Agreed and approved alterations may be made to a student's educational program, including a formal flexible arrangement where outside providers are involved.*

*From time to time a student might be absent from their educational program. That is, they might not attend school on every school day or participate full-time in an eligible option. Parents comply with their compulsory schooling or compulsory participation obligation by providing a satisfactory reason for these absences, unless the student is an adult, in which case the student provides an explanation.*

To comply with the Education Act 2006, it is important that the school is kept informed of reasons for all absences, late arrivals, early departures and any variations to school routine. The procedures detailed below are to assist us to maintain accurate data regarding your child's attendance and participation in their course of study.

## **Absence from School**

- When a student is absent from school, parents should ring the school on **07 3354 0260** or email the school (admin@evertonparkshs.eq.edu.au) **before 9:00am**. If there is no access to a telephone or computer, students must bring a note to the student centre on the day of their return. Contact may be made with a parent or guardian if a student is marked absent in Home Group.
- Where a student is likely to be absent for three or more days, notification by telephone is appreciated.
- In cases of extended illness, a medical certificate is required from students.
- Students are advised to be familiar with the attendance conditions related to the receipt of any Government allowances.
- If a student's accumulated absence is significant, it can become difficult to achieve minimum requirements of "substantial coverage" of the course of study. This can have specific implications for senior certificates.

## **Late Arrival to School**

- Students who arrive late must have a note from their parent/guardian which is to be brought to the Student Centre on arrival.
- A "Late Pass" will be issued which will need to be presented to the teacher of the class that the student will enter.
- Students who are late for school or classes during the day may need to make up time, under the supervision of staff, in a Lunch time and/or afternoon detention.

N.B. Refer to the **Responsible Behaviour Plan for Students** for further details of consequences for Unexplained or Unauthorized student Absences or Lates to school.

### **Early Departure from School**

- Students are to bring a note of explanation to the Student Centre between 8:00am and 8:45am detailing any requests to leave the school campus before the scheduled time.
- A Leave Pass will be issued which must be shown to any teacher whose class they will miss or any staff member who may inquire when they leave the school.

### **Appointments with School Support Staff**

- Students are able to make appointments to see our Guidance Officer, School-based Health Worker, Chaplain and Youth Support Workers during school time.
- An appointment can be made through the Student Centre.
- An appointment slip will be issued, which must be shown to the teacher of the class they will miss.

### **Variations to School Routine**

- Before students are permitted on any excursion (except normal sporting activities), written parental/guardian consent is required.
- Full formal school uniform is to be worn, unless otherwise notified.
- If a student has an existing problem with attendance, behaviour or work completion, they will **not** be allowed to take part in an excursion unless it contributes directly to the assessable curriculum in a subject.

### **Enrolment Termination or Transfer**

- To terminate enrolment, a parental/guardian note is required. It is compulsory for students to attend school until they are 16.
- The student must collect a Clearance Form from the office and present it to each teacher.
- All textbooks, sports uniforms, musical instruments, Library books and ID cards must be returned.
- A student transferring to another State High School in Queensland will require an official Certificate of Transfer form. These are available at the office.

## **GUIDELINES ASSOCIATED WITH SCHOOL ATTENDANCE**

### **Travel To and From School**

- Students must behave in an exemplary and safe manner when using public transport. (Refer to **Queensland Transport** guidelines on “**Safe School Travel**”.)
- Students are expected to make their way directly into the grounds (whatever their mode of transport) and remain there.
- Bicycles must be wheeled within the grounds and helmets must be worn while riding.
- Students who drive to school need to register their vehicle at the office. Student cars are parked inside the grounds on the service road at the back of the school. Students must not go to their cars during the day.
- For a student to be a passenger in a car driven by a student, prior written permission must be submitted from both the passenger’s and driver’s parents/guardians.

### **Student ID Cards**

- Students must carry their ID cards at all times.
- New students, who arrive after official school photographs have been taken, can organise the issue of their ID cards through the Administration Office.