



INDOORROOPILLY
STATE HIGH SCHOOL

ATTENDANCE POLICY



The Department of Education trading as Education Queensland CRICOS Registration Number 00608AA

Attendance Policy

Rationale

At Indooroopilly we believe that every student has the ability to learn and the right to do so in a supportive environment characterised by high expectations for attendance, engagement and student outcomes. We believe that enjoyment and success are the key motivators to learning for all community members, and persistence and resilience are critical attributes for students and staff. High rates of attendance are typically associated with better learning and socio-emotional outcomes for young people. Supporting high levels of student engagement and attendance is the responsibility of all community members.

An important aspect of our approach to maximising student learning opportunities and performance is through ensuring that students attend school regularly and without unnecessary absences. A key priority for our community is for every student to attend school at every opportunity.

All enrolled students are required to attend school unless reasonable and valid grounds exist for them to be absent. The Education (General Provisions) Act 2006 makes it compulsory for young people to remain at school until they finish Year 10 or turn 16, whichever occurs first.

Following this, young people enter the compulsory participation phase which ends when they: gain a Senior Certificate, Certificate III, IV; or have participated in eligible options for 2 years after the compulsory school years; or turn 17. Education is a sequential process.

Absences, including being late to class, often result in students missing important stages in the learning process. Parents and carers have a legal obligation to ensure that their child participates in these compulsory phases.

Students are expected to be at school by 8.40am for the commencement of Connect meetings each day and to remain at school until 3.00pm. If students are not able to attend school, an explanation for the absence from a parent or carer is required. Such notification can be given in advance of the absence if the absence is planned.

- Where a student's absence is unexpected, or prior notification has not been provided, parents or carers are to contact Student Services before 9.00am on the day of the absence via either a phone call, a text message or by email using the Students Services Key Contacts for Absences details at the end of this Policy.
- If a student is late, they must sign in at Student Services with an explanation from their parent or carer before attending class. This explanation can be provided via email, text, phone or note using the Student Services Key Contacts for Absence details.
- Students who need to leave school before 3.00pm must hand their note from their parent or carer to Student Services before school or at break time and collect a Leave Pass. When it is time for the student to leave they must show their Leave Pass to their teacher and sign out from Student Services before departing.
- If a student is going to be absent from school for reasons other than illness for 5 consecutive school days or longer, parents and carers must notify the appropriate Head of Year. Exemption from the obligation to attend school is considered by the Executive Principal for 10 consecutive days or longer on a case by case basis prior to such leave taking place.
- Student attendance and absence information appears on TrackEd profiles and Student Reports at the end of each term.

Our beliefs about the importance of attending school

We work with our staff, students, parents and carers to build a shared understanding of the importance of attending school. Indooroopilly State High School:

- is committed to promoting the key messages of the Department of Education's Every Day Counts and implementing its policies and procedures
- believes all children should attend school on time, for the whole school day on every school day except where grounds exist where it is unreasonable to do so (such as illness)
- works in partnership with parents and carers to improve regular school attendance
- believes truancy is a significant breach of our school values and can place a young person in unsafe situations
- believes attendance at school is the responsibility of everyone in the community.

Procedures

Indooroopilly State High School promotes the active engagement of all school community members to ensure that students attend school every school day unless grounds exist where it is unreasonable to do so.

School Responsibilities:

- Establish and maintain a supportive school culture as the basis for successful engagement in education
- Communicate and emphasise the importance high levels of attendance at school to students, parents and carers through internal and external communication channels
- Use IDattend attendance monitoring and recording for all periods in the school day
- Communicate absences via daily text messages at 10.00am where a student is marked as absent from school without parent or carer explanation. Further communication with parents and carers where student absences remain unexplained at 3.00pm occurs via email
- Monitor and review individual attendance data and send individual attendance information to parents and carers each term via either School Reports or TrackEd profiles
- Implement Indooroopilly SHS's Supporting Strong Student Engagement policy
- Provide quality learning experiences in all classrooms that encourage students to positively engage
- Provide support for students who are at risk of poor attendance in order to improve school engagement
- Enact the Managing student absences – Processes for supporting enrolment and attendance at Indooroopilly State High School as appropriate.

Student Responsibilities:

- Attend school and all timetabled classes unless valid grounds exist where it is unreasonable to do so
- Arrive at school and class on time and provide reasons for lateness as appropriate
- Remind parents and carers to email, text, phone or return a note to Student Services Key Contacts for Absences when absent from school

- Attend lessons and stay at school unless given permission to leave from parents or carers
- Follow the correct procedures for signing in and out of school at the Student Centre

Parent Responsibilities:

- Establish and maintain correct contact details, including emergency contacts
- Support their student/s to attend school every day unless grounds exist where it is unreasonable to do so
- Ensure their student arrives at school on time every day
- Contact the school through the appropriate year level Head of Year prior to any planned absence of 5 school days or longer to discuss learning arrangements
- Provide an explanation for a student's unplanned absence as soon as reasonably practicable via email, text, phone or note to Student Services.

Student Services Key Contacts for Absences

Email: studentservices@indoorooshs.eq.edu.au stating the child's full name, year level and a short reason for the absence.

Text: 0429 347 300 stating the child's full name, year level and a short reason for the absence.

Phone: (07) 3327 8393

In Person: Student Services, in the Student Centre

Resources

Every Day Counts: <https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts/for-parents-and-community>

[Regular school attendance \(DOC, 304KB\)](#)

[Anxiety about going to school \(PDF, 291KB\)](#)

[Preparing your child for high school \(PDF, 847KB\)](#)

[How can I get my teenager to go to school? \(PDF, 863KB\)](#)