



## ATTENDANCE POLICY

### Compulsory School Age

*Every Day Counts*

Beerwah State High School believes each and every one of our students will be successful when we all work together to ensure they go to school every day.

EVERYDAY COUNTS because:

- Children achieve better when they attend school all day, every day.
- Going to school means a better chance at life.
- School helps children build social and emotional skills – communication, teamwork and resilience.
- Going to school is a legal requirement.

<b>100%</b> <b>194 school days</b> <b>in 2019</b>	<b>95%</b> <b>184 school days of</b> <b>education</b> <i>10 days absent</i>	<b>85%</b> <b>165 school days of</b> <b>education</b> <i>29 days absent</i>  <i>Stage 2: School letter</i> <i>(notification of concern)</i>	<b>80%</b> <b>155 school days</b> <b>of education</b> <i>39 days absent</i>	<b>75%</b> <b>145 school days of</b> <b>education</b> <i>49 days absent</i>  <i>Stage 2: School letter</i> <i>(continued concern)</i>	<b>65%</b> <b>126 school days of</b> <b>education</b> <i>68 days absent</i>  <i>Stage 3: Enforcement</i> <i>of Attendance letter</i>
<b>GOOD</b> <i>Best chance of success.</i>		<b>WORRYING</b> <i>Cause for concern. Please seek support.</i>		<b>CONCERN</b> <i>Inconsistent pattern of attendance.</i>	

#### What the law says

- Under the law, parents must make sure their children are enrolled and attend school on all days, unless they have a reasonable excuse.
- A written note from home, or a phone notification on the **school absence line 5436 5360** or text message on **0476 850 614** is required for all absences.
- Parents must not keep their children away from school for minor reasons.
- Under the law, schools must monitor attendance of students.

#### How Beerwah SHS tracks student attendance

- Attendance profile will be generated for all BSHS students in week 5 and week 10 of each term.
- TrackEd Profile emailed to all parents/carers.
- Students with attendance below 85% will enter the attendance intervention process, summarised in the Attendance Intervention Process flow chart for monitoring the attendance of students of compulsory school age.
- Post-compulsory school age students with attendance below 85% will enter the Discipline Improvement Plan process.

#### Students leaving school early

- It is the expectation at Beerwah State High School that once a student arrives at school they remain at school for the day.
- Students who need to leave school during the day must present a note or phone call from their parents at the front office **before the start of the school day**.
- Students who comply with the above requirements will be issued with a LEAVE PASS which allows them to leave school at the allocated time.
- Students are required to **sign out at the front office** upon departure.

#### Late to school

- All students who arrive after the start of the official school day will be required to receive a LATE PASS from the front office attendance counter.
- A late pass records date, time of arrival and reason for late attendance.

#### Late Arrivals to Class

- If for any reason a student is late from one class to another, the student must have a late note from the teacher or school admin who delayed them. If a student has no valid reason, the time lost is to be made up with the classroom teacher. This includes students who arrived at school on time but were late to arrive at class.

#### Truancy from an individual subject / class

- The expectation is that classroom teachers will follow up with students to ensure they catch up on the work they missed. It is reasonable for a teacher to ask the student to attend a detention or set extra homework.