



Robina State High School Attendance Policy

Rationale:

Robina SHS expects that students are here at school each and every school day. Whilst we recognise there are occasional and acceptable reasons why a student would not be at school, these occurrences should be kept to a minimum.

Every Day Counts:

- because students achieve better when they attend school all day, every day
- because going to school means getting a better chance at life
- because school helps students build social and emotional skills such as communication, teamwork and resilience
- because going to school is a legal requirement

Options for Reporting Absence from School:

- Replying to the absence SMS text message
- Emailing attendance@robinashs.eq.edu.au
- Phone: 5562 3430
- Writing a note and having it delivered to the student counter by the student

Prior Known Absence:

Holidays during school terms are actively discouraged. Parents and care givers are requested to plan holidays during gazetted school holiday periods and student free days.

An "[Application for Excused Absence from School](#)" must be completed. If the absence is more than 10 consecutive school days, an "[Exemption from Compulsory Schooling](#)" is required.

If the proposed absence period includes due dates for assessment or exams, the student and / or care giver must meet prior to the absence with the relevant Head of Department for Junior, Middle or Senior Schooling. Please refer to the [Robina SHS Assessment Policy](#).

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School Community Beliefs:

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school. Robina SHS

- is committed to promoting the key messages of Every Day Counts
- believes all students should be enrolled at school, attend school all day, every school day
- monitors, communicates and implements strategies to improve regular school attendance
- believes truanting can place a student in unsafe situations and impact on their future employability and life choices
- believes attendance at school is the responsibility of everyone in the community.

School Responsibilities:

- Student attendance records are taken for every lesson through the day.
- Student attendance is first taken at 8:00 am for Years 11 ~ 12, 9:10 am for Years. 7 ~ 10.
- Daily Attendance Rolls not marked will be followed up by the office staff.
- Teachers will only mark a student as being in attendance if the student is physically present in the classroom.
- The school will provide avenues for students to record lateness to school after the Daily Attendance Roll is taken
- A SMS absence or late text will be sent to parents / care givers
- The school will inform parents by letter if absences from school remain unexplained for 3 or more consecutive days
- The school will inform parents where the attendance rate to school drops below 92%
- The school will work in cooperation with parents to ensure absences from school are deemed as “acceptable” or “reasonable”.
- The School will provide support to families and students who are experiencing barriers to full attendance at school
- The school will inform parents where part day patterns of truancy exist, including lateness.
- Students will be issued with the following printed ID passes;
 - a late pass showing date and time of arrival
 - a return to class slips if attending an appointment or interview
 - leave early pass showing date and approved time of departure
- Parents will be notified if students are caught truanting school or lessons.
- The school will work with the local community to promote attendance and prompt arrival to school.
- The school will inform students of where they are placed within each year level in meeting attendance targets.
- The school will recognise students whose attendance to school reaches 100% for the term and 100% for the year.

- The Year Coordinator, Junior / Middle / Senior School HOD and year level Deputy Principal all contribute to the promotion and monitoring of student attendance.
- If students are showing prolonged absence from school, the Deputy Principal, Guidance Officer and / or support staff will work with student and their family to help identify the reasons for poor attendance, promote the benefits of attending school, identify attendance and achievement goals, and develop a realistic plan for improving attendance.
- The school will record leisure activities, visits to family and friends, shopping trips, appointments of minor importance e.g. haircuts, as “unauthorised” reasons for absence.
- Where there is no reasonable excuse for the child’s non-attendance, the school may formally write to the parents / care giver outlining their legal obligations. As a last resort the school will inform the department (DETE) who may refer parents to the Queensland Police Service for prosecution.

Teacher Responsibilities:

- Teachers must mark Daily Attendance Rolls by the conclusion of the roll marking period. Ideally this would be electronically. Monday, Tuesday and Thursday by 9:20am. Wednesday by 9:35 am and Friday by 9:30 am. If it is not possible to mark the roll electronically due to assemblies, no or limited network access etc., the roll must be immediately delivered to the office.
- Teachers are to mark every lesson as soon as possible. Ideally this will be done electronically at the start of the lesson. For practical lessons this may be at the end of the lesson.
- Teachers must ensure that all class rolls are marked by 3:15 pm each day.
- Teachers must ensure all rolls are accurately marked. Teachers must count heads and compare that to the class total and numbers of students absent as shown on the electronic roll. Only then should absences be noted.
- Teachers will manage consequences for late to class students. Persistent lateness will be referred to the HOD or Year Coordinator for further action.

Student Responsibilities:

- Year 11 and 12 students are required at school by 7:50am to ensure they arrive at their period 0 lesson in adequate time.
- Year 7 to 10 students are required at school by 9:00am to ensure they arrive at their Promote Lesson or Period 1 lesson on Friday in adequate time.
- Students late to Period 0 class (Year 11 and 12) must go to that class directly and attend class no matter what the time shall be. The class teacher will apply consequences as necessary.
- Students who miss Daily Attendance roll marking must report to the student counter to confirm their time of arrival at school.
- Whole lesson lateness will be considered as truancy, if unexplained, and will result in a lunchtime detention.

- Students must complete lunchtime detentions for truancy.
- Students must not leave the school gate without an approved Photo ID Pass or printed ID Attend Leave pass. This includes situations where students are being picked up by a parent or care giver.
- On Wednesdays for sport, written applications (notes) for leave early passes must be handed in before school or at the start of morning tea. Phone calls are accepted for emergencies only.
- Students are encouraged to assist record keeping by returning parent notes and informing parents of the dates of absences not yet explained.
- Students who miss an exam or assessment due date must refer to detail procedures found in the assessment policy

Parent / Care Giver Responsibilities:

- Holidays during school terms are actively discouraged. Parents are requested to plan holidays during gazetted school holiday periods and student free days.
- By law, all known student absences must be explained by parents within 2 days of the student's return to school. Earlier than this would be greatly appreciated.
- If a parent requests a student to leave school early, a written note from the parent/care giver is to be presented to the student counter in the main office. The deputy principal will assess the request and if acceptable the student will then be issued with an ID Photo Leave Pass.
- On Wednesdays for sport, written applications (notes) for leave early passes must be handed in before school or at the start of morning tea. Phone calls are accepted for emergencies only.
- On Wednesdays for sport, parents should pick up students from reception only in an emergency.
- Parents should ensure that when collecting students for early departure that students have with them a valid leave pass.
- When visiting service providers at the Robina Town Centre during school hours, parents are reminded to accompany their student at all times. Students are not permitted by the Robina Town Centre Management to be unaccompanied by parents during school hours.
- Parents are requested to contact the school if a student is unable to attend school to complete an exam or to hand in an assignment. Please refer to the [Assessment Policy](#).
- If an absence is to be for an extended period of time (eg. family reasons or illness), parent/guardians should contact the Attendance Officer as soon as possible.
- If the absence is more than 10 consecutive school days, an exemption is required.
- If a student refuses to attend school, the parent / care giver should contact the school Guidance Officer or relevant Deputy Principal 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.

Strategies to Promote Attendance:

At Robina SHS we promote 100% attendance by:

- Adopting connected approaches with parents, care givers and the community.
- Rewarding and recognising students, who show improved attendance, reach set benchmarks and / or obtain 100% attendance records for the term and the whole year.
- A commitment to the accuracy of roll marking, follow up of unexplained absences and referral where necessary.
- Setting consequences for truancy and persistent lateness.
- Applying individual responses and support for those students who are facing barriers to their attendance.

Responses to Absences:

At Robina SHS we are committed to achieving the following targets in improving attendance:

- Daily average student attendance rate to reach or exceed 92%

When a student is absent without explanation for 3 days or more or a pattern of absences has been identified, Robina SHS will take the following actions:

- collect and analyse attendance data weekly for each Year Level cohort.
- write to parents to request explanations for unexplained student absences of 3 days or more
- send an email to parents, twice a term, to advise student absence has fallen below 92%.

At Robina SHS the consequences or impacts of unexplained or unauthorised absences might include the following:

- Lunch time detentions allocated for truancy or persistent lateness to class
- After school detentions
- Parent intervention meetings
- Referral to school and external support staff if barriers exist preventing a student's full attendance at school.

Related Resources:

[Every Day Counts](#)

<http://education.qld.gov.au/everydaycounts/index.html>

[Departmental Policies and Procedures](#)

[Managing Student Absences and Enforcing Enrolment and Attendance at State Schools](#)

[Roll Marking in State Schools](#)

[Exemption from Compulsory Schooling](#) (For absence more than 10 consecutive school days)

[Robina SHS: Assessment Policy](#)

Robina SHS: [Application for Excused Absence from School](#)