



# ROBINA STATE HIGH SCHOOL

## ATTENDANCE POLICY

TO EMPOWER ALL STUDENTS TO REACH THEIR POTENTIAL IN AN ACADEMIC AND CULTURALLY RICH ENVIRONMENT. THROUGH INNOVATION AND REAL-WORLD EXPERIENCES, OUR STUDENTS ARE EQUIPPED FOR SUCCESS.



**STRONGER  
TOGETHER**



**RESPECTFUL  
RESPONSIBLE  
RESILIENT  
READY TO LEARN**



***STRONGER TOGETHER***



# 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:

- Enter your child's absence in the [Compass App](#) (this is the preferred method)
- Write a note and have your child present it to the student window when they return to school

### Prior Known Absence > 2 School Days:

- 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. All holidays taken during term time will be classified as unapproved.
- An "[Application for Excused Absence from School](#)" must be completed.
- If the proposed absence period includes due dates for assessment or exams, the student and care giver must make contact with the relevant Curriculum and Phase of Learning Head of Department prior to the departure. Please refer to the [Robina SHS Assessment Policy](#).

### Exemption from compulsory schooling:

An exemption from compulsory schooling or the compulsory participation phase is available when a child or a young person cannot attend or it would be unreasonable in all the circumstances to require them to attend school or participate in an *eligible option for a period of more than 10 consecutive school days*.

An exemption excuses parents from their legal obligation to ensure that their child:

- of compulsory school age is enrolled at or attends a school; or
- in the compulsory participation phase is participating full-time in an eligible option or a combination of eligible options.

There are circumstances where an exemption may or may not be granted or is not required.

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

### Further Information:

[School Community Beliefs](#)  
[School Responsibilities](#)  
[Teacher Responsibilities](#)  
[Student Responsibilities](#)

[Parent / Care Giver Responsibilities](#)  
[Strategies to Promote Attendance](#)  
[Responses to Absences](#)  
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### **School Community Beliefs:**

It is important that students, staff and parents/care givers 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 7:55 am for Years 11 /12 Monday & Tuesday, 8am Wednesday and Thursday. For Years 7-10 it is 9:05 am Monday – Thursday and 9:10am Friday.
- 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 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. Year Coordinators will manage consequences for students who truant class/school. Persistent truancy will be referred to the Phase of Learning Head of Department.
- 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 Engagement Officer, Phase of Learning Year Coordinator, Head of Department and 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.

- Persistent unexplained lateness will be systematically tracked by Phase of Learning teams and further action will be occur.

### **Teacher Responsibilities:**

- Teachers must mark Daily Attendance Rolls electronically by the conclusion of the roll marking period. Monday and Tuesday by 9:20am, Wednesday and Thursday by 9:15 am and Friday by 9:20 am. If it is not possible to mark the roll electronically due to assemblies, no / limited network access etc., a paper 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 or relief staff this may be a paper roll delivered to the office within 15 minutes from the start of the lesson.
- 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 7:45am to ensure they arrive at their period 0 lesson in adequate time.
- Year 7 to 10 students are required at school by 8:55am to ensure they arrive at their 'Roll Class' or Period 1 lesson on Friday in adequate time.
- Students who miss Daily Attendance roll marking must report to the Student Window with a signed parent note (if no prior communication has occurred via SMS, phone or email) to confirm their time of arrival at school and issue a valid late pass.
- Whole lesson lateness will be considered as truancy, if unexplained, and will result in an afterschool detention.
- Students must complete afterschool 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.
- 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.
- When a student arrives late to school, a note or [Compass](#) entry is required
- If a parent requests a student to leave school early (Appendix 1), a written note from the parent/care giver is to be presented to the student counter or a [Compass](#) entry is required
- The Deputy Principal will assess the request and if acceptable the student will then be issued with an ID Photo Leave Pass.
- 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 Engagement Officer as soon as possible.

- If the absence is more than 10 consecutive school days, an exemption is required with supporting documentation.
- 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 95%

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 or afterschool detentions allocated for truancy or persistent lateness to class
- Internal / external Suspension
- 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](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](#)

## Appendix 1

### Early Departure process:

If you are **aware in advance** that your student/s needs to leave during the day:

- Please provide your student/s with a dated and signed letter of permission from a parent/carer OR utilise a [Compass](#) entry

the time and date that your student will need to leave early.

- Students must report to the Student Counter and present their permission note or inform staff that an email has been sent. This must be done at the beginning of school, *prior to 7:55am for Senior Students or prior to 9.05am for Junior and Middle School students*. If the student cannot make it to the Student Counter before school, they can bring their letter to the Student Counter during first break.
- A photo ID Leave Request Pass will be issued to the student noting the time and date of the early departure.
- At the time of departure, the student must show their class teacher the Leave Request Pass. This will allow them to leave class early and present to the Student Counter. If they do not have a Leave Request Pass, they will not be allowed to leave class. *(Please note a text message on their phone is not an acceptable form of Leave Request)*.
- Prior to leaving school grounds, the student must present to the Student Counter to have the Leave Request Pass changed to a Leave Pass.

If due to unforeseen circumstances, you are **unaware in advance** that your student/s needs to leave during the day:

- Please contact the school office on (07) 5562 3444 as soon as you are aware of needing to collect your student early. A Leave Request Pass will be entered into the system for your student.
  - **IF** you student has a mobile phone and is not being collected until after break time, please contact them at break time and ask for them to collect their Leave Request Pass from the Student Counter during break time so that they will be able to show it to their teacher when they need to leave.  
Break times are:  
Monday – Thursday: 10:30am -11:00am and 1:20pm – 1:50pm  
Friday: 10:20am – 10:50am and 1:10pm – 1:40pm
  - **IF** your student does not have a mobile phone, or is needing to be collected before a break time, our office staff will attempt to contact their current or next teacher to have them sent to the office as soon as possible for your collection. *(Please be aware there are no phones or speakers in classrooms to contact teachers and/or students so getting your student from their classroom without prior arrangement may take some time)*.
- **Please be aware that students cannot be collected after 2.30pm if not pre-arranged – they must stay in the class until 3.00pm.**

