



Attendance Policy

Rationale

The Education (General Provisions Act) 2006 requires that children of compulsory school age must be enrolled and attend school on every school day. All students are required to attend school unless reasonable and valid grounds exist for them to be absent.

Education is a sequential process. Absences often mean students miss important stages in the development of topics, causing them to find 'catching up' difficult. Absenteeism contributes significantly to student failure at school.

Aims

- To maximize student learning opportunities and performance by ensuring that students attend school regularly
- To prepare students and instill a work ethic that reflects workplace standards

Implementation

- Parents have a responsibility to ensure that students attend school regularly, and are only absent if ill or if absolutely necessary. Parent/guardians have a further responsibility to contact the school explaining why an absence has occurred.
- Absences due to medical reasons (appointment, sickness etc.) will require a medical certificate supplied to the school. These absences are then changed to "medical absences."
- Parent/guardians of students who are to be absent are required to explain their student's absence, in one of the following ways:
 - Contact the school via email at student.absence@corindashs.eq.edu.au
 - Reply to the unexplained absence message, sent via SMS
 - Provide a note on the next school day, explaining the student absence, signed by a parent/guardian
 - Visit QParents at <https://qparents.qld.edu.au/#/login> (must be registered).
 - Contact the school absence line on 3379 0290
- A student is deemed to be absent for part days as per departmental procedure [Roll marking in state schools](#).
- Independent students not living with parents or guardians are also required to provide notes and supporting documentation following the same procedure (as above).
- The expected standard of attendance is 95% Present (+ Medical Cert). Information kept in accordance with departmental policy and procedures in One School and Daymap.



- Absences during assessment are addressed through the Corinda State High School [Assessment policy](#).
- Unexplained or inadequately explained absences will be deemed as unauthorised absences. This may result in communication with parents and the student involved, so as to implement strategies that will resolve the issue by offering support to improve attendance.
- Students who fall below the expected standard of attendance may be required to show cause and attend a meeting with support staff. These students may also be placed on the non-representative list.
- Ongoing unauthorised or unexplained absences, or lack of cooperation regarding student attendance, will result in a formal attendance conference being organised. Unresolved attendance issues of post-compulsory students may result in withdrawal of credit from subjects, or ultimately to the cancellation of enrolment for failure to participate in a program of instruction. Unresolved attendance issues of students in the compulsory participation phase of schooling will result in formal notification and may be reported by the Principal to the Executive Director Schools, with a recommendation to consent to prosecution.
- All student absences are recorded each period by teachers, and regular reports provided to monitor attendance patterns.
- Student attendance and absence figures will appear on student reports.
- Aggregated student attendance data is reported to the wider community each year as part of the Annual School Report.

Responsibilities

Parents/Guardians

- Ensure their child arrives at school on time and attends their educational program every school day.
- Minimise disrupting their child's school day so their child has the best opportunity to learn.
- Provide current contact details to the school to enable effective notification/communication.
- Contact the school prior to any planned absences and provide an explanation (preferably in writing) for each absence, either before or on the day of absence, or as soon as practicable, in accordance with the schools' communication processes.
- Ensure their child follows the school's recommended processes and procedures for late arrival and early departure.
- Notify the school of their child's late arrival or early departure using the school's recommended communication processes and procedures, as outlined in the Student Planner.
- Notify the School Engagement Teacher and Deputy Principal if student is to be absent for an extended period of time.
- Contact the Guidance Officer, School Engagement Teacher, Dean of students, House Master or Deputy Principal if the student refuses to attend school.



Students

- Attend all classes on time.
- Report to the administration office with a parent note for late arrival and/or early departure, as outlined in the Student Planner. The early departure is to be approved by the Deputy Principal.

The School

- Monitor attendance daily via roll marking for each lesson.
- Notify parents via SMS when student is absent unexplained.
- Provide students with work in the event of extended absences.
- Provide school based support for students experiencing attendance issues.
- Notify the relevant authority in the event of non-attendance.

Ongoing monitoring will occur as a part of the school's evaluation processes and through feedback of all parties involved.

Related Policies and Procedures

- [Managing student absences and enforcing enrolment and attendance at state schools](#)
- [Roll marking in state schools](#)
- [Assessment policy](#).