

### **ATTENDANCE POLICY**

Students who enrol at Maryborough State High School agree to comply with Queensland legislative regulations and school directed policies of Maryborough State High School.

It is an expectation that students at Maryborough State High School attend every school day and every lesson.

Attendance at school is compulsory by law if you are under 16 years of age or have not yet completed Year 10. From 16-17 years of age students must be in attendance in Senior School, post-secondary education or training or employment. If you are absent from school you must notify the school in writing (note given to the office/form teacher) or by parent/caregivers phoning the student absence line (4120 9360).

Parents or caregivers of students who do not attend 90% of the school term will be invited for an interview to discuss individual student circumstances. Continued absenteeism will be noted as non-participation and legal processes or cancellation of enrolment may occur.

### **PROCEDURES**

Students attend connect class each morning and have their name marked off on the roll.

A text message is sent from the school to the parent/caregiver notifying them of the absence.

Satisfactory explanations for student absence are noted by the Attendance Officer and the absence is noted as "authorised". Parents and caregivers who do not reply, or send a note regarding a student absence are then sent a letter notifying them of the absence and requesting an explanation. Once returned, these explanations are entered onto the ID Attend system and the student absence is noted as "authorised".

Where an explanation is not provided, the absence remains recorded as "unexplained". Absences are recorded on student report cards each term.

### **LATE TO SCHOOL**

**Prior to 9:00am students must go directly to their Connect class.**

- Students must report to student services to collect a late slip if they arrive late to school. **(AFTER 9:00am)**
- An explanatory note or phone call from parent/caregiver must be provided and given to Attendance Officer.
- Students who are late to school without a note or phone call provided are issued with a 20 minute lunch time detention.
- Students who are constantly late to school will be asked by the Year Level Coordinator to show cause, and parents or caregivers are contacted.
- Continued lateness to school may result in detentions and other consequences such as cancellation of enrolment.

### **LEAVING EARLY**

- A student needing to leave school early must present a note to the Attendance Officer and receive a permission slip to leave school.
- No student is permitted to leave the school grounds during the day without one of these slips.
- If a student is absent from school, classes or any school activity without a valid reason it will be regarded as truancy.
- Independent students (those who do not live with a parent or caregiver) must register with the Deputy Principal responsible for their year level and are required to sign in and out as per the policy.
- If a student feels ill he/she must get his/her planner signed by his/her teacher to go to the Sickbay.
- The First Aide Officer will notify parent or caregiver and organise an early leave pass.
- Students cannot be issued with a leave pass to leave the school ground for the purpose of buying food or drinks.

**Please refer to the following website: [www.education.qld.gov.au/everydaycounts](http://www.education.qld.gov.au/everydaycounts)**