



# TULLY STATE HIGH SCHOOL

## Attendance Policy

### Rationale – “the why”

Tully State High School’s attendance policy aims to ensure students are actively engaged in school and that students attend school every day to ensure optimal individual outcomes and student participation. Students should attend school every day; unless they are ill or special family circumstances prevent students from attending school. Tully State High School expects all students to have a minimum attendance of 90% throughout the school year.

### Purpose

It is important that students, staff and parent/carers have a shared understanding of the importance of attending school. Tully State High School:

- Is committed to promoting the key messages of Every Day Counts to improve regular school attendance
- Believes all children should be enrolled at school and attend school all day, every day
- Monitors, communicates and implements strategies to improve regular school attendance
- Believes truanting can place a student in unsafe situations
- Believes attendance at school is a shared responsibility between parents, caregivers, schools, and the community

### Responsibilities

|                        |   |
|------------------------|---|
| <b>School</b>          | <ul style="list-style-type: none"> <li>• To regularly inform students, staff and parent/caregivers about Tully State High School’s attendance policy and procedures.</li> <li>• Monitor student attendance through marking of official rolls in the first 15 minutes of each lesson</li> <li>• Work in partnership with parents and carers to ensure regular attendance</li> <li>• Notify parents/guardians of an unexplained and inconsistent absence and requesting a satisfactory explanation for their child’s absence</li> <li>• Provide students with work when they are absent for a legitimate extended length of time</li> <li>• Offer support to all stakeholders when school attendance has become a problem</li> <li>• Notify the relevant authorities if non-attendance persists as per department requirements</li> <li>• Contact classroom teacher to verify any possible marking discrepancies of single lessons where student was in attendance</li> </ul> |
| <b>Student</b>         | <ul style="list-style-type: none"> <li>• <b>Attend school a minimum of 90% throughout the year</b></li> <li>• Attend all classes on time and be prepared with necessary equipment ready to learn</li> <li>• Never leave the school grounds during school hours without getting the appropriate leave pass from Administration.</li> <li>• Ensure that all missed work is completed</li> <li>• Report to Administration if arriving late, or leaving early, and provide a note/contact from parent/guardians explaining the reason for the late arrival/early departure</li> </ul>   |
| <b>Parent/Guardian</b> | <ul style="list-style-type: none"> <li>• Each parent/guardian of a child of compulsory school age has the obligation to ensure their child is attending school every school day, for the educational program their child is enrolled.</li> <li>• Provide a satisfactory explanation to the school (notes should be signed and dated and/or medical certificates should cover relevant periods); if your child arrives late or needs to depart early from school; if your child is going to be, or has been, absent from school for any reason.</li> <li>• Engage regularly with school staff when your child has extended periods of absence, and notify the school of extenuating circumstances. A medical certificate will be required for extended periods of time due to illness/injury.</li> </ul>   |

— *A world of possibilities for everyone* —

- A medical certificate should be provided when a student misses assessment due to illness/injury as per assessment policy.
- Advise the school prior to any planned absence. Where this is not possible, provide the reason for any absence on your child's return to school by way of written note, phone call or email.
- Contact the school if your child is refusing to attend the school. Initiate or attend meetings to seek support and discuss your child's attendance or participation in his/her educational program.
- Engaging with outside providers may be necessary.
- Notify the Administration Office to give permission for your child to leave the school grounds

### Strategies

At Tully State High School, we promote 100% attendance by:

- Regular review of attendance data with staff
- Providing rich and engaging learning experiences for every student
- Consistently recording and following up student absences
- Developing a safe and supportive environment. This includes providing support mechanisms and personnel.
- Monitoring of the school's attendance to identify absenteeism trends and individual students with high levels of absenteeism
- Promote high expectations for school attendance to the school community by communicating that higher school attendance is associated with higher student achievement
- Supporting and encourage every student to improve their attendance

### Responses to absences

When a student is absent without explanation or a pattern of absences has been identified, Tully State High School will take the following actions:

- Daily text messages sent to parent or guardian if student is absent
- Teachers, Year Level Co-Ordinators, and HOD Student Services JS/MS/SS contact parents/guardians if student is absent for an extended period of time
- Year Level Co-Ordinators and HOD Student Services JS/MS/SS monitoring attendance and contacting parents/guardians
- If the student is not attending school regularly, the school may follow the processes for managing student absences as outlined in the *Education (General Provisions) Act 2006 – SMS-PR-043*. This includes the reporting of persistent and/or unexplained absences to Education Queensland, The Queensland Police Service and the Department of Child Safety.
- An exemption form must be completed for any student absent for 10 school days or more, excluding school disciplinary actions. Parent/Guardian is to book a meeting with the Deputy Principal to complete the exemption form.
- At Tully State High School, the consequences or impacts of unexplained or unauthorised absences may include cancellation of enrolment for students over the age of 16.

### Parent/Guardian reporting absences

Students, parents, members of community and school staff may report an absence in the following ways:

- **Phone Tully State High School:** (07) 4068 4555
- **SMS:** 0429 043 650
- **Email:** studentabsences@tullyshs.eq.edu.au

Review date: November 2025