

# 2026

## Attendance Policy



~ Soaring to great heights ~

Courage • Integrity • Diligence

# TULLAWONG STATE HIGH SCHOOL

## 2026 Attendance Policy



### Purpose

All Queensland schools are committed to providing safe, supportive learning environments that meet the educational needs of every student.

Research in Queensland shows that regular school attendance is strongly linked to higher student achievement. Attending school daily helps students develop essential social and emotional skills such as communication, teamwork, and resilience.

At Tullawong State High School, we have high expectations for student attendance. Our policy is designed to ensure students are fully engaged in their learning and attend every day to achieve their best outcomes.

Regular attendance is vital for academic success and future employment. It is a legal requirement for students to attend school each day, and all absences must be explained.

### Key Attendance Guidelines:

- Punctuality and consistent attendance are essential.
- Students in Years 7–12 must attend all timetabled classes for every subject. Rolls are marked every period.
- Daily attendance is mandated under the *Education (General Provisions) Act 2006*, current as of 1 November 2025.
- Attendance rolls are legal documents and may be audited by the Department of Education and Training.
- Full attendance maximises student success.

### Aim

To maximise student achievement through clear, consistent attendance processes.

### Commitment to Attendance

At Tullawong State High School, we recognise the importance of a shared understanding among students, staff, and parents/carers about the value of regular school attendance. We are committed to:

- Promoting the key messages of the *Every Day Counts* initiative.
- Ensuring all students are enrolled and attend every school day, all day, as much as they possibly can.
- Monitoring attendance, communicating clearly, and implementing strategies to improve it.
- Addressing the risks of truancy, which can lead to unsafe situations and negatively impact future opportunities.
- Reinforcing that school attendance is a shared responsibility across the entire community.

### School Rights and Responsibilities

Tullawong State High School is committed to ensuring the school community understands and supports our Attendance Policy and Procedures. These include guidelines for late arrivals, early departures, truancy, and missed assessments due to absence. The policy is publicly available via the school website and enrolment materials.

We are committed to the following practices:

- Regularly informing students, staff, and parents/caregivers about attendance expectations and procedures.
- Monitoring attendance daily through official roll marking each morning and during every lesson.
- Notifying parents/caregivers of unexplained absences and requesting valid explanations.
- Providing schoolwork for students with legitimate extended absences.
- Offering support to students and families where attendance is a concern.
- Reporting ongoing non-attendance to the relevant authorities.



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### Student Rights and Responsibilities

#### Students are expected to:

- Attend all classes on time with the required equipment.
- Remain on school grounds during school hours unless they have permission and a Leave Pass from student counter in administration.
- Complete all missed work due to absence.
- Report to student counter in administration with a parent/caregiver note when arriving late or leaving early.
- Discuss any attendance concerns with their Year Level Coordinator, Head of Department (Junior, Middle or Senior), or Deputy Principal.
- Ensure all absences are accurately recorded and explained by a parent/caregiver through Compass.

### Parent/Caregiver Rights and Responsibilities

School absenteeism and truancy can significantly affect a student's learning and wellbeing. By law, parents/caregiver must ensure their child is enrolled and attends school every day unless there is a valid reason.

If your child is avoiding school or missing days without your knowledge, contact the school immediately for support.

#### You are responsible for:

- Ensuring your child attends school every day for their enrolled program.
- Completing an exemption form for absences longer than 10 consecutive days.
- Communicating with school staff every 3 days during extended absences and advising of any extenuating circumstances.
- Keeping absence records accurate and ensuring all absences are explained.
- Updating the school with any changes to your contact details—accurate information is essential in emergencies.
- Notifying the school in advance of planned absences, or as soon as possible afterward. A medical certificate is required if assessment is missed due to illness.
- Contacting the Deputy Principal for extended absences (e.g. illness or family reasons) and requesting schoolwork. An exemption form may be required.
- Contacting the Deputy Principal if your child is refusing to attend school. Attend meetings, seek support, and engage with external services if needed.

You must provide a signed and dated (physical or via Compass) explanation if:

- Your child arrives late or leaves early.
- Your child is absent due to illness, injury, or other reasons.

### Procedures for Attendance and Lateness

#### IGNITE Class Attendance:

Attendance is first recorded in IGNITE. Students must arrive on time, allowing sufficient travel time to be present by the first bell. IGNITE teachers take the roll at the bell but submit it at the end of IGNITE to allow late arrivals to be marked present. Students not present when the roll is taken within the first 5mins will receive a late detention in the L1 detention room (G110).

#### Lesson Attendance:

Class rolls must be marked within the first 10 minutes of each lesson. Unexplained lateness will result in a detention with the curriculum class teacher.

#### Marking Attendance:

Students are only marked present if physically in the classroom. Repeated lateness to IGNITE or class without valid reasons will be referred to the Year Level Engagement HoD or Head of Department (of curriculum class) and will receive a Reflection Room referral to support the student.

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### Explaining Absences:

All absences must be explained by a parent/caregiver via Compass

### Late Arrivals:

Students arriving during IGNITE should go directly to their IGNITE class. After IGNITE, they must sign in at the student counter in administration. A detention will be issued unless a valid reason is provided by a parent/caregiver.

### Chronic Lateness:

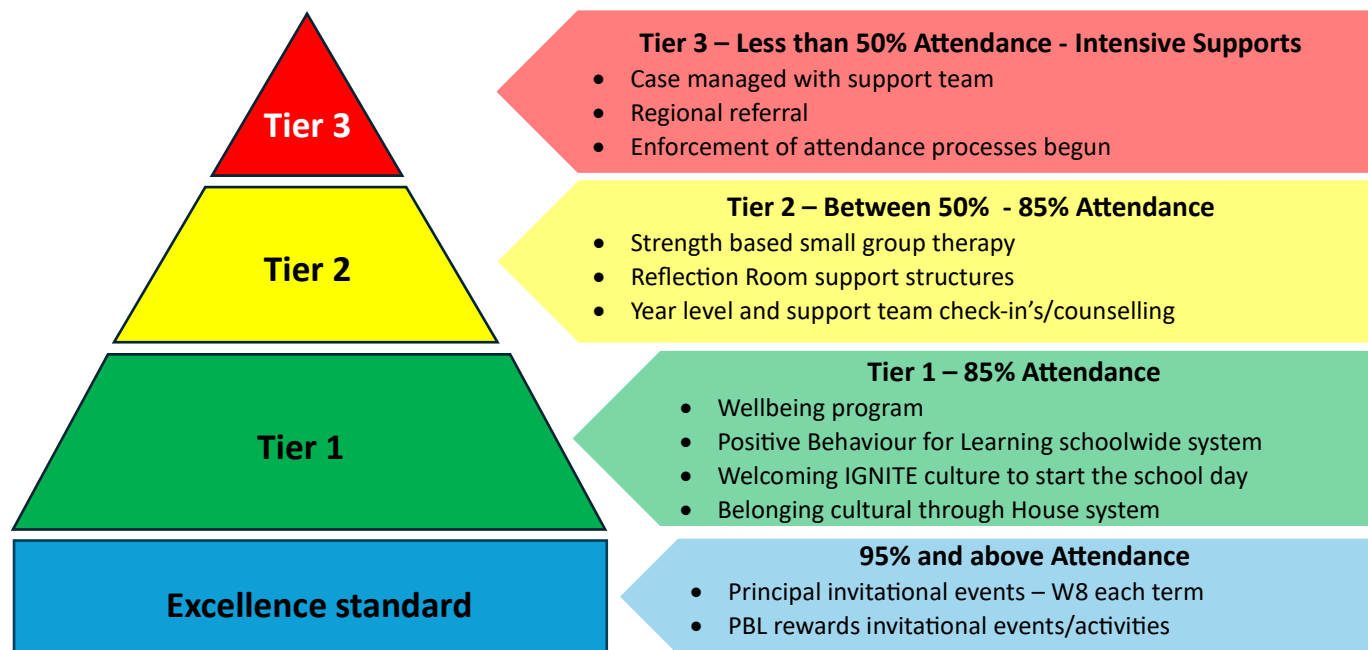
Students who are frequently late may be required to attend a meeting with their parent/caregiver and a Head of Department (Engagement) or Deputy Principal. Consequences may include lunchtime/after school detention, community service, Reflection Room, or suspension.

### Truancy and Attendance Monitoring:

Attendance is monitored each lesson. Truancy or irregular attendance is initially addressed by the Attendance Officer. Ongoing issues are escalated to the Year Level Coordinator, Heads of Department, or Deputy Principal. Students who are truant will receive a Reflection Room referral to support the student.

### Responses to Attendance

Student attendance is managed across the school in a tiered approach that aligns with the Positive Behaviour for Learning (PBL) framework. It offers differentiated support across the three different tiers:



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### Grace Period for New Policy Implementation

Students will be given time to adjust to new attendance expectations. Full implementation begins in Term 2, 2026, based on Term 1 data.

### Financial Implications

Parents/caregivers who pay for excursions and whose child becomes ineligible due to attendance concerns will not receive a refund unless the entire excursion is cancelled. By agreeing to participate in paid programs, families accept the risk of removal due to poor attendance.

### Review

This policy will be reviewed annually to ensure alignment with departmental guidelines and school priorities. Last reviewed Dec 2025.

~ Document END ~