



## 100% ATTENDANCE AND PARTICIPATION POLICY

Every student enrolled at Tullawong State High School is expected to behave in a mature and responsible manner in all aspects relating to their education and school involvement. Students should be respectful and dignified in their interactions and relationships with all members of the school community

The purpose of this Attendance and Participation Policy is:

1. to provide all students with clear expectations on attendance and participation
2. to promote a culture of achievement and personal responsibility amongst students
3. to ensure consistency and merit in the process of awarding subject credit to all students
4. To ensure fairness to all students and integrity of the academic achievements (results)

In this school, there is a clear expectation that all students will:

- **Work towards achieving success in all elements of their academic program and for senior students to attainment the QCE.**
- **Meet the learning requirements in class, all assessment requirements as well as appropriate participation in school activities.**

Students must participate in class activities and complete set work and all assessment tasks (assignments / tests / exams / projects etc) by the due date as outlined on the published school Assessment calendar and / or on the Task sheet (refer to the ASSESSMENT POLICY for further details).

- **Students are expected to have 100% attendance throughout the school year unless there are extenuating circumstances which are supported by appropriate documentation.**

This attendance includes all scheduled classes, school assemblies; organised school related activities as well as partnerships with other providers (eg TAFE, work experience).

Students who are absent from school and classes must present evidence for all absences eg. Certificates for medical circumstances and parental notes.

All students who miss classes, regardless of the reason, are expected to catch up on all missed classwork.

A student will not be regarded as absent from school if he/she is participating in an approved alternative school activity as specified:

- a. Excursions / Field Trips / Camps
- b. Sport – interschool, Regional, state or National competitions
- c. Work Experience, musical, theatre, Drama rehearsals and performances
- d. Other approved school / educational activities.

Illness (not supported by medical certificate), family holidays and other “personal” reasons or appointments will not be considered approved absences.

Failure to meet these requirements will result in the student's school enrolment being reviewed and where appropriate, some or all of the following consequences will be followed:

- A. Support strategies to reengage students
- B. Review of subject credit and achievement
- C. Enforcement of enrolment/ Cancellation of enrolment

Students absent from school for more than 2 weeks MUST complete the application for exemption and submit to the Principal prior to the absence. It is an expectation that this document is submitted for approval at least 4 weeks prior to the absence. If absence is not a medical absence than students are expected to complete all assessment prior to the absence or meet assessment deadlines while absent from school.