



Integrity · Diligence · Courage · Respect

TULLAWONG STATE HIGH SCHOOL ATTENDANCE PROCEDURE

At Tullawong State High School our mission is to ***foster a positive culture for learning, allowing all students to create their future***. We do this by providing opportunities based on a culture of high expectations. One of those expectations is that students attend school a minimum of 90% of the time in order to access all opportunities available to them and so that as a community we can achieve our vision to ***empower students to reach their full potential***.

Attendance at school is the responsibility of everyone in the community. Truancy can place a student in unsafe situations and impact on their future employability and life choices. Days absent from school quickly add up.

When a student misses	That equals	Which is	Missed learning by end of 13 yrs
20 minutes p/day	1hr 40 mins p/wk	Over 2.5 wks p/year	Nearly 6 months
1 hour per day	1 day p/week	8 weeks p/year	Over 2 ½
2 days per week	20 days p/term	80 days p/year	Over 5 years

Roles and Responsibilities

Student responsibilities:

- attend every lesson every day, arrive on time, provide late slip to staff if attending class late,
- if late to school sign or leaving school during the school day, sign in/out at the student reception,
- meet the learning requirements in class, submit all assessment requirements by the due date,
- participate in all school activities including sports carnivals and all timetabled activities such as school assemblies, TAFE and work experience, and catch up on all missed classwork and
- if an exemption from schooling has been granted by the principal for absence that is not medical related students are expected to complete all assessment prior to the absence or meet assessment deadlines while absent from school.

Parent responsibilities:

- support your child to attend school each day and to be on time every day,
- explain all absences through the student absence line on (07) 5428 5285,
- schedule appointments for students outside of school hours if possible,
- seek approval for an exemption for absences greater than 10 days at least 4 weeks prior to the absence, if absence is not medical related students are expected to complete all assessment prior to the absence or meet assessment deadlines while absent from school.
- contact the year level coordinator if your child is refusing to attend school,
- initiate and attend school meetings to seek support and discuss your child's attendance or participation in their educational program, and
- inform the school of changes to contact information.

School responsibilities:

- accurately record attendance, monitor student attendance, contact parent/caregiver in regards to unexplained/unauthorised absences, provide support to families to encourage student attendance,
- create a sense of belonging and welcoming for students and their families, and
- apply the Department of Education procedure – *Managing Student Absences and Enforcing Attendance at State Schools Policy*.