







Isis District State High School **encourages regular attendance** at school by all students as:

-  all children should be enrolled and attend school on every school day
-  our school monitors and creates ways to improve attendance
-  attendance is the responsibility of everyone in the community
-  students may find themselves in unsafe situations if they choose not to attend or 'skip' school

Research consistently shows that higher student attendance at school is associated, on average, with higher student achievement. Regular school attendance will mean that students have a better chance in life. Students have the best chance to achieve well when they go to school every school day, all day.






Under Queensland law, children of compulsory school age (under 16 or not completed Year 10) must be enrolled and attending school regularly, unless they have an acceptable reason. Illness, doing school approved work experience or competing in a school sporting event, for example, are acceptable reasons for being absent from school. The Principal decides if the reason given for a student's absence is acceptable. Going shopping, visiting family, staying up late and being tired or family holidays are generally not acceptable reasons to be away from school.

At Isis District State High School, **school attendance is marked at the commencement of the school day**. Attendance is then monitored during the day by teacher's roll marking in every class. The school utilises the ID Attend electronic software attendance package.

A Teacher Aide (**Attendance Clerk**) is employed to maintain the accuracy of student rolls and act as a 'point of contact' for matters relating to student attendance for students, parents/cares and school staff. Students are able to leave during the day on request of a legitimate reason from parents/carers and are required to 'sign-out' from the school office.

Recording Absences

When students are absent from school, parents/carers are required to provide reasons for the absence. It would be appreciated that, where possible, advance notice is given to the school when a student will be away (known absence) e.g. medical or dental appointment. If a student will be away from school parents/carers can notify the school, in advance or on the day of absence, by;

-  phoning the absence line and leaving a message (07 4192 1260)
-  emailing (absences@isisdistrictshs.eq.edu.au)
-  texting a reply to a text message previously sent by the school
-  entering the absence on QParents
-  a note handed in by student

Parents/carers should include their name, their student's name, the reason for the absence and the duration of the absence in any notification to the school. Where no reason is provided, the absence remains 'unexplained'. **When students have three or more days of unexplained absence, a phone call by the KTS teacher is made to parents/carers requesting an explanation of the student absence.**

If students are marked absent from morning roll-marking and the school has not been notified of the reason for the absence, **parents/carers will be sent a SMS text** message that same morning to inform them of their student's absence and to request a reason for the absence. When students are marked absent during the day after being present in the morning and haven't signed out, they are truant, parents/carers will be contacted, usually by SMS text (where possible), if the student cannot be located on school grounds.

School attendance is overseen by Year Level Teams comprising of Year Level Coordinators and Deputy Principals. When students are absent regularly from school, parents/carers will be contacted by a member of the team to request an interview to discuss how the student's school attendance might be improved.

Where students are absent for an extended basis with no parent/carer contact and/or continued high rates of absenteeism the Department of Education policy relating to persistent absence will be followed. These processes may ultimately result in prosecution of the parent/carer for not upholding their responsibilities



School Attendance Policy

associated with compulsory education. Low attendance may also affect payments of those students who receive Youth Allowance.

High Attendance

Isis District State High School has a serious commitment to the Queensland Government position that 'every class, every day, counts' and seeks to maximise the regular school attendance of every student.

Students with high attendance each term, between 95% and 100%, are acknowledged via the receipt of a certificate. Attendance is also a contributing factor when considering student's eligibility to extra-curricular events/activities.

Early Departures (during the school day)

Students who need to leave school during the day should advise the school by way of a letter/note from their parents/carers. Students are to report to the office (Student Window) before school to organise a sign out slip. They must return to the student window to sign out prior to their departure, and to sign in on their return back to school. This includes students who need to leave school prior to the commencement of lesson instruction in the morning (as when students arrive at school in the morning, they are officially at school), as well as at Recess. Recess absences are only issued occasionally and are intended for those students who travel to school by bus and need to access community organisations/businesses, e.g. Post Office, they otherwise would not be able to access. Regular passes will need approval of the Principal, after direct parent/carer contact (in advance) and will not be authorised by the Principal otherwise. Students will only be allowed to leave for recess absence at Recess One.

Late arrivals

Students arriving late to school must register at the Student Window of Administration and should have an explanation note from a parent/carer.

Contacting students during class time

As phones are not to be accessed during class time, we ask parents/carers to refrain from contacting students during this time. If a message needs to be given to a student during class time, please call the school office.

Students are also asked not to contact parents/carers when they are ill, without first reporting to sick bay.