EVERY DAY COUNTS!

Good attendance and success go hand in hand. Research shows that students who have a good attendance record are more likely to achieve high results. Students are to attend school on every official school day gazetted by Education Queensland unless the student is ill or special circumstances prevent the student from attending. Students must be in attendance up to and including the last day of each term. Students who are absent for more than five (5) days in any one term are liable to lose any Centrelink entitlements or be required to refund payments received to Centrelink. Ideally students should have an attendance rate of between 90 and 100% for each Semester.

- Missing 1 day per week = 40 days per year = 8 weeks per year
- Missing 1 day per fortnight = 20 days per year = 4 weeks per year
- Missing 2 days per week = 80 days per year = 16 weeks per year

Low attendance rates can lead to poor numeracy and literacy skills as well as students experiencing greater difficulty gaining employment. Students with lower than 90% attendance may also not be able to participate in special school events. Students will be provided with their attendance percentage every five weeks to record in the Student Attendance Profile in the Student Planner.

Parents are asked to work with the school to make attendance a priority by not arranging appointments, study days, birthday celebrations and family holidays for during school hours. There will be times where there are extenuating circumstances (e.g., prolonged sickness, sporting or cultural opportunities overseas, family emergencies) and absences cannot be helped. During these times the school is always happy to make specific arrangements with parents in relation to their child’s education. If students are going to be absent for more than 10 school days a parent/guardian must apply to the Principal for an exemption from schooling. Application forms are available from the office.

Periodically you will be updated on your child’s attendance. This is done through an attendance certificate showing your child’s attendance rate as a percentage and a scale to help you determine if you need to be concerned about his/her attendance. This rate includes both approved (sick, family, suspension days) and unapproved absences (those not yet explained) but does not include school organised excursions/activities (TAFE, work experience or Traineeships/apprenticeships). This certificate has been designed to show you that even though a student is absent from school for an approved reason they are still missing school and may be disadvantaged academically.

It can be difficult to get teenagers to attend school. There are resources available to parents to assist in getting students to attend school including:

- Contact the school office to arrange contact with a Year level Co-ordinator

Parents are required to let the school know the reason for the absence, if not beforehand, then within two days of their child’s return to school. This can be done by ringing the Student Absence Line which is available 24hrs.
Attendance and Absences

**Absence Procedures**

**Student Absentee Line – 07 3804 2380**  
Open 24 Hours

A Student Absentee Line operates 24 hours a day for parents/carers to phone when their child will be away from school. Please follow the prompts to record the name of your child, his/her Care class, the reason for his/her absence and the duration of absence. Phone calls or notes received from a parent/carer will be considered as authorised absences.

A text message will be sent to the first mobile contact to advise of a student’s unexplained absence at the first roll marking of the day.

**Continued Absences**

As a general rule, more than 15 days of unexplained absence in one school year will be regarded as not meeting the minimum attendance requirements and students run the risk of not meeting the requirements of their course of study.

If students are going to be absent for more than 10 school days a parent/guardian must apply to the Principal for an exemption from schooling. Application forms are available from the office.

It is expected that students who are absent from school will make up any work missed. Students miss classes for a number of reasons such as illness, excursions, sport and camps. In some instances students will miss school due to school disciplinary absences.

Where possible, medical and other appointments should be made for out of school time. Parents/carers will be notified via a letter or phone call if their child has repeated unexplained absences from school.

Students who do not attend school regularly may not qualify for a Queensland Certificate of Education, Senior Statement or Semester Report because they have not met the minimum course requirements for certification.

The enrolment of a post compulsory age student may be cancelled if the student displays persistent refusal to participate in the program of instruction. This includes continued absences.