



ATTENDANCE EXPECTATIONS

Mackay Northern Beaches State High places high expectations around student attendance at school each day. Attendance of your child in every lesson every day is vital to:

- Ensuring every student has access to the full-time education to which they are entitled;
- Assisting students succeed whilst at school;
- Allowing students to have access to the widest possible range of opportunities when they leave school.

Expectations of Students

At Mackay Northern Beaches State High we expect that:

- Every student will attend every school day of across the year, except if medically unable to.
- If coming to school late, students sign in at the office. A note must be presented from a parent/ guardian explaining lateness. Persistent lateness will lead to restorative consequences and contact with home.
- If away from school, students ensure their parents/ guardians contact the school to provide an explanation as to the reason for absence.
- Students remain at school the entire day and only depart through the office after approval have been given by parents/ guardians via a note or phone call, is sighted/received and approved by school administration.
- Students will actively and promptly follow up with their teachers after all absences to ensure they have all the required work to continue successfully in their classes.
- Students complete their Attendance Passports in their GoldBooks each term, tracking both their term and yearly attendance percentages, ensuring parents / guardians sign off on each term's percentages.

Expectations of Parents

At Mackay Northern Beaches State High we expect Parents/guardians to:

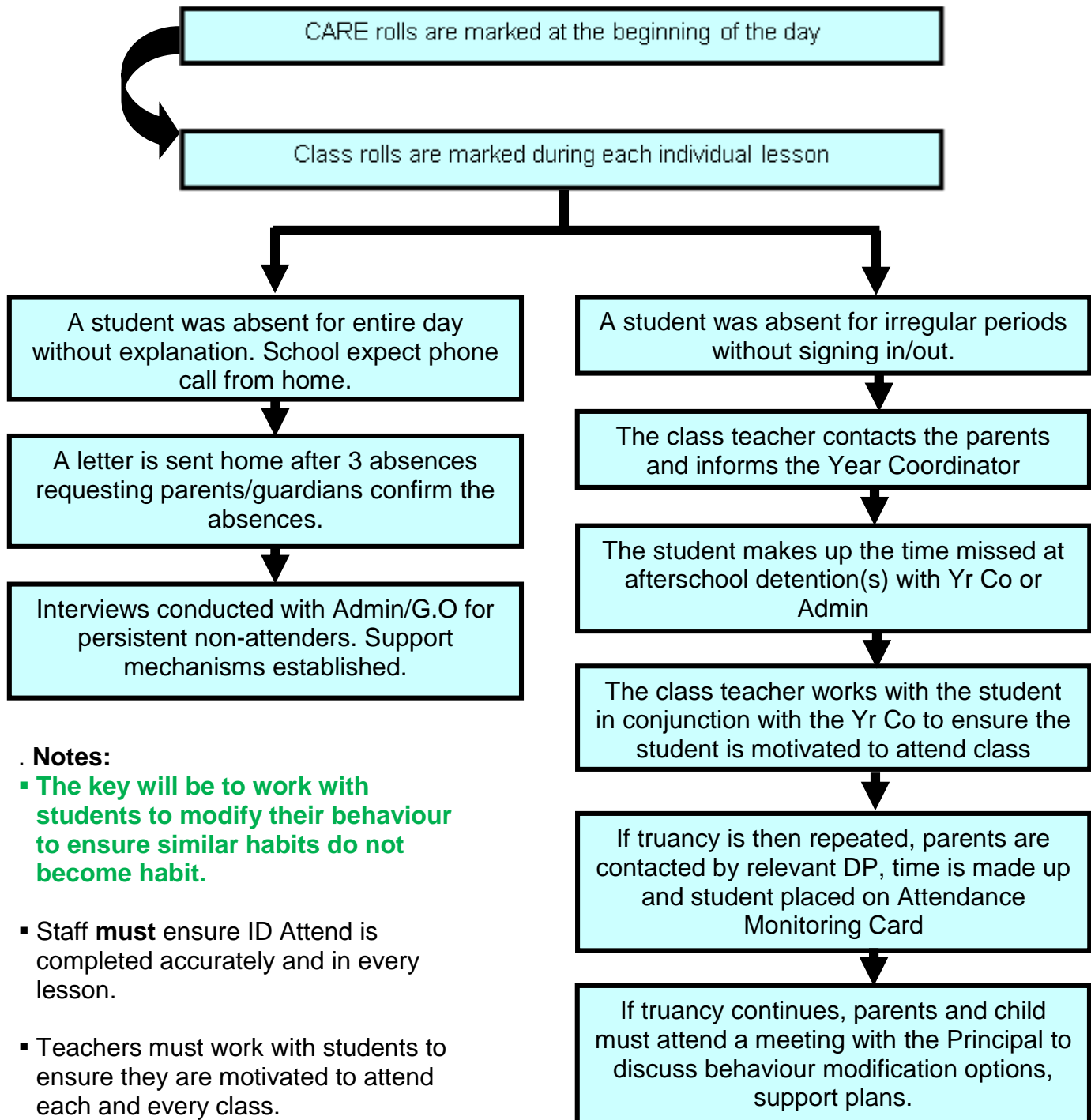
- Actively support the school in ensuring their child(ren) attend every school day of the year, monitoring their attendance via their student's GoldBook Attendance Passport and or via Q Parents app.
- Provide explanation of any absence as soon as possible (preferable on the day) via:
 - Phone Call – 4842 1333, option 1
 - Email – everydaycounts@macknorthbeachesshs.eq.edu.au
 - Reply text – SMS texts are sent each morning for any unexplained late or absent students.
 - Note in their student's GoldBook on the day of return, which students take to the office to show before school.
- Contact the school prior to any planned early departure from school and remind their child(ren) that they still must report to the office to sign out before their departure
- Actively encourage their child(ren) to follow up with their teachers after all short term absences to ensure they have all the required work to continue successfully in their classes.
- Contact the school prior to any planned absences to enable alternative arrangements to be made if necessary where there is a potential long term absence. Parents/ guardians are encouraged to make informed decisions about appropriate absences from school, remembering that every absence is a day of learning missed and requires the student to organise catch-up work.
- Actively work with the school to limit truanting and to put in place consequences for classes / days missed when a student truant ("wags class"). This may include after school detentions.

Monitoring of Student Attendance:

- In Care each morning, rolls are marked electronically.
- In each class, rolls are marked electronically.
- Each morning, any student who is marked with an unexplained late or absence from the Care rolls that day, will have parents sent a text informing them of the status.

- If a student is absent for three consecutive days, a letter is sent to that students' parents requesting explanation.
- Once per term, a letter requesting reasons for any unexplained absences will be sent home with students, needing to be returned as soon as possible.
- Those who have signed up to Q Parents are able to monitor attendance including up-to-date percentages as well as provide reasons for absences via that system.
- Year Level teams monitor their cohort's attendance via data provided by Senior / Junior HODs each week.

STUDENT ABSENTEEISM



Notes:

- **The key will be to work with students to modify their behaviour to ensure similar habits do not become habit.**
- Staff **must** ensure ID Attend is completed accurately and in every lesson.
- Teachers must work with students to ensure they are motivated to attend each and every class.
- Students will be required to bring missed work, assignments to continue with during the catch up time. Acknowledgement of wrong doing and diligence in application to the catch up session, will assist students in reducing the total time to be completed.