



The Gap State High School

Attendance Policy

Regular attendance at school is central to both schooling success and later employment. Students must attend school each day or have their absences explained. Legal requirements of attendance pertain to all students. It is a legal requirement to explain all absences. Special class attendance requirements for Year 11 & 12 are outlined in the senior student's handbook.

Overview

- Punctuality and regular attendance are essential.
- All students from Year 8 through to Year 12 are required to attend ALL CLASSES in every one of their subjects. Class rolls are marked every period.
- Attendance at school each day is a legal requirement under the Education Act .
- Attendance Rolls are legal documents which are subject to checking by the Department of Education and Training
- Full attendance gives students the optimum chance for success.

Procedures

Student attendance is taken in each lesson. Student attendance is first taken at 8.45 am during each students Form lesson or Year Level Assembly. Students are required at school by 8.40 am to ensure they arrive at their Form lesson in adequate time.

Teachers will only mark student attendance for those students in the classroom. Students must not be late for their first class or other classes without a valid excuse. Students repeatedly late to Form will be referred to the Deputy Principal of the year level.

All student absences must be explained by parents. This can be done by contacting the schools absence line, absence email or by writing a note and having it delivered to the school by your child. Unexplained absences of three or more days require an absence note to be sent home.

Students who arrive at school after Form meeting must report to the office to sign on.

Student attendance in each lesson is monitored and students truanting class or with anomalies will be addressed by the appropriate Year Level Coordinator or Deputy Principal. Students truanting lessons will be required to make up lost lesson time after school. Parents will be notified if students are caught truanting school or lessons.

Any student who is absent (unexplained) from school for more than three days will have the parent/guardian notified by mail or phone call. The Administration will generate this contact.

Lateness to School

To address the late arrival of students to school, The Gap State High School will implement the following procedures:

1. Students who arrive late to school are required to report to the office, sign in and read the daily notices.
2. Students will be issued with a date and time stamped photo ID late slip to present to their class teacher.

Students who arrive late without a valid reason will be detained at lunchtime/morning tea. Students who accumulate three (3) late arrivals without a valid reason will be issued an afternoon detention and a letter sent home. Students who continually arrive late at school will be required to attend an interview with one of the Deputy Principals and their parents. Suspension, exclusion and cancellation of enrolment will be considered for the students who fail to respond.



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Rights and Responsibilities

Parents/Guardians

- If your child cannot attend school, you should phone, email or write a letter explaining the reason for the absence. Your child must give the note to the School Office on the first school day following the absence. The approved absence will be recorded on the attendance roll.
- If your child needs to leave school early, please write a note to the school, to be presented to the Student Counter personnel before school who will then issue a Leave Pass. All students must then sign out at the student counter in the Office at the time they leave the school.
- Students are not permitted to leave school without a Leave Pass.
- If an absence is to be for an extended period of time (eg family reasons or illness), parent/guardians should contact the Year Level Coordinator in the first instance or the relevant Deputy Principal.
- If your child refuses to attend school, contact the school Guidance Officer or relevant Deputy Principal for support.
- Parent/Guardians must advise the school of any change of address or phone numbers to ensure our records are accurate. **This is essential in an emergency.**

Students

- Must attend all classes on time, with the necessary equipment.
- Never leave the school during school hours without permission from parent/guardians or the school and without getting an appropriate Leave Pass from the Office.
- Ensure all missed school work is completed.

School

- Monitors attendance daily through the marking of the official roll at the beginning of each day and via teacher rolls each lesson.
- Monitor attendance using attendance checks during the day.
- Notify parent/guardians of all unexplained absences.
- Provide students with school work when they are absent for legitimate extended periods of time.
- Offer support when school attendance has become a problem.
- Notify the relevant authorities if non-attendance persists.